



HENTONS
CHARTERED ACCOUNTANTS

Tax Manager
Candidate Brief



About Hentons

At Hentons we have over 40 years of experience and pride ourselves on understanding our clients, their businesses, and the issues they face no matter how big or small.

We are a multi award winning, top 100 National Chartered Accountancy, Tax Specialist and Advisory firm with national expertise, but our local knowledge means we can offer you a bespoke, personalised service tailored to our clients needs.

Our national presence is underpinned by our strong Yorkshire roots. We have five offices in Leeds, Sheffield, York, London & Thirsk.

Our Mission

Our Mission at Hentons is to provide exceptional client service with a focus on delivering innovative and value adding solutions. We are passionate about supporting our clients' ambitions. We want our clients to receive the right support in the right form and from the right people. We strive to exceed expectations and are passionate about the success of our clients and the professionalism of our staff.

Our Vision

Our Vision is to be a Top 75 National Accountancy practice within the next 5 years with a full service offering across all our sites.

Wherever possible we will aim to streamline processes through the use of IT and the centralisation of administrative and standardised processes. We will also embrace digital accountancy technology to deliver cost savings and enhanced MI to our clients.

We will continue to develop and expand existing specialisms in sectors such as Manufacturing, Digital and Tech companies, Food Production and Farming, Healthcare Professionals and Organisations and the Construction Industry.

We recognise that our staff are our most valuable assets, and we will develop our culture of pride and passion enabling us to attract and retain the highest calibre staff available and we will reward, recognise and respect them for their contributions to the firm.

Job Description

Role Profile

Job Title: Tax Manager
Department: Tax
Reports to: Tax Compliance Director
Term: Permanent
Hours: Full Time + Overtime in January
Salary: Commensurate with experience

Role Summary

The Tax Manager is responsible for overseeing the team in the completion of individual and partnership tax returns and will actively engage in monitoring the performance of the tax team and assisting with training and improvement.

Duties and Responsibilities

- Proactively manage your own client allocation of personal tax cases.
- Review tax work with a view to maintaining high standards.
- Analyse team performance with a view to identifying training needs.
- Engage with the training and development of tax team members.
- Monitor team performance & profitability.
- Assist Partner Group and Tax Compliance Director on ad hoc projects as required





Requirements & Qualifications

- Motivated self-starter with ability to multitask and complete assignments to deadlines.
- Minimum of 2-3 years of management experience in a practice environment in an income tax compliance role.
- Broad exposure to income tax compliance issues and knowledge of tax regulations.
- Excellent project management, analytical, IT and communication skills.
- Strong organisational skills and excellent attention to detail.
- Dedicated to superior client service.
- Professionalism, dependability, and integrity combined with a cooperative attitude.
- Ability to thrive in a dynamic team environment
- ATT qualified as a minimum, but CTA qualification would be preferred. We would consider an excellent 'qualified by experience' candidate.
- Experience in dealing with NHS Superannuation issues would be an advantage.

What to Expect Working at Hentons

Our Culture

Teamwork

We treat everyone with respect, equality and courtesy

Professionalism

We are honest, straightforward and professional

Excellence

We take pride in our work and have meticulous attention to detail

Accountability

We take ownership and responsibility for everything we do

Our Values

Client Focus

We care for clients' interests as if they were our own and build meaningful long-term relationships

Reliable

We keep our promises and deliver exceptional quality work that exceeds expectations

Innovative

We continuously review & improve our practices to create efficiencies & improve service

Entrepreneurial

We strive to be ambitious and courageous in order to create sustainable, successful and profitable businesses.



What to Expect Working at Hentons

Benefits

Medicash Plan

We have teamed up with Medicash to provide a range of cash back towards everyday healthcare bills and a wide range of other wellbeing benefits

Subsidised Gym Membership

Following the successful roll out of our Flexible Working Policy, we have continued our approach in promoting a healthy work life balance and therefore offer subsidised gym membership

Death in Service (4x Salary)

In order to protect our staff should the worst ever happen we provide a death in service scheme. This scheme will pay out a lump sum to a nominated dependant.

Buy and Sell Holidays

Whether staff would like additional annual leave for a special occasion or would prefer to use less of their entitlement, we now offer a buy and sell holiday scheme.

Social Club

Each Hentons Office has its own Social Committee which organises funded/subsidised social events throughout the year both locally and nationally.

Cycle to Work Scheme

Hentons is part of the 'CycleScheme', offering money towards bicycles at over 2000 retailers.

Season Ticket Loan

Our offices are all near to public transport and we encourage staff to consider using a train or bus to get to work. Staff can apply for an interest-free loan to buy a season ticket on public transport, which is paid back out of monthly salaries.





How to Apply

Candidates

To arrange an informal conversation about the role and Hentons or for further information, please contact Simon Roberts, Tax Partner:

simonr@hentons.com

To apply, please send a copy of your CV and a Covering Letter to:

careers@hentons.com

Recruitment Agencies

All queries, submissions and contact from Recruitment Agencies must be directed through our Human Resources Manager, using the following email:

careers@hentons.com

Frequently Asked Questions

For further information and FAQs on our recruitment processes, please visit the Careers section of our website:

<https://www.hentons.com/about/careers>



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Speak to us: **0113 234 0000**

E-mail us: **info@hentons.com**

Visit our website: **www.hentons.com**
