

Job Description | Tax Assistant

Department: Finance

Location: Manchester

Role: Tax Assistant

We are seeking a highly motivated **Tax Assistant** to join our Finance team in Manchester. The ideal candidate will have at least one year of experience in a taxation environment, ideally with exposure to compliance tasks across a range of taxes.

The Tax Assistant role presents an excellent opportunity to gain exposure to a multinational enterprise with interesting and varying tax-related compliance and advisory tasks. You will engage with a diverse range of tax issues, from partnership taxation to corporate and indirect taxes, as well as withholding tax matters.

This position offers you a chance to expand your experience in a fast-paced, dynamic environment, where you will be part of a team that navigates intricate tax regulations and collaborates on strategic advisory projects. It is an ideal role for someone looking to deepen their understanding of UK and International tax dynamics and compliance within a leading organisation.

Key Responsibilities

Partnership Taxation

- The preparation of the income tax computations:
 - Review and analyse year end accounts.
 - Analyse general ledger accounts in detail and assess tax deductibility.
 - Obtain all necessary backup documentation for files.
 - Review year-end adjustments.
 - Review provisions to assess tax adjustments.
- The preparation of the capital allowances computations:
 - Review and analyse fixed asset movements.
 - Analyse movements into relevant categories of expenditure and obtain all necessary backup documentation for files.
 - Reconcile all movements to the notes in the final accounts.
 - Prepare schedules for office fit out expenditure when required.

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

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- Identify additions eligible for capital allowances and allocate to correct allowance pools.
- Filing partnership returns
 - Input computations and allocations to partners on to CCH software.
 - Managing the CCH software for preparation.
 - Managing the authorisation process.

Corporation Tax

- The preparation of corporate tax computations for all UK companies.
- Filing corporation tax returns via CCH software.
- Calculate corporation tax payments required, including payments on account each quarter and any balancing payments on finalisation.
- Preparation of the tax accounting notes for inclusion in the individual statutory accounts.

Indirect Taxation

- Prepare quarterly VAT returns to ensure timely submission.
- Prepare a variance analysis for each VAT return.
- Ensure compliance with MTD requirements.

Withholding Tax

- Monitor balance sheet account for WHT postings.
- Consider and resolve all issues relating to withholding taxes and currency controls on settlement.
- Ensure appropriate documentation received for any WHT applied.
- Ensure double tax relief claims are processed.

Essential Skills & Experience

- Minimum of 1 year experience in a tax role.
- Ideally has some mixed tax experience.

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- Graduate with minimum level experience or Part Qualified AAT / CAT / ATT / CTA / ACCA / ACA / CIMA).
- Good Excel skills
- Excellent communication skills – verbal and written.
- Strong numeracy skills and a high level of accuracy and attention to detail.
- Strong time management and organisational skills and the ability to work under pressure and to tight deadlines.
- Good interpersonal skills and be able to work in a team.

The Firm

Clyde & Co is a leading global law firm, specialising in the sectors that underpin global trade and commercial activity, namely: insurance, transport, construction, energy, trade and commodities. It is globally integrated, offering a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. Clyde & Co is committed to operating in a responsible way. This means progressing towards a diverse and inclusive workforce that reflects the diversity of its communities and clients, using its legal skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment. The firm has 480 partners, 2400 lawyers, 3200 legal professionals and 5000 people overall in over 60 offices and associated offices worldwide.

Our Values

Our values are the principles that guide the decisions we make, unite us in our endeavours and strengthen our delivery, for our clients and our firm. We:

- **Work as one** We are a globally connected team of talented people who act with a firm-first mentality to achieve success
- **Excel with clients** We aim high and challenge ourselves to deliver unique excellence for our clients, keeping them at the centre of everything we do
- **Celebrate difference** We help each other to be at our best and believe our differences result in greater achievement
- **Act boldly** We seek new opportunities, take action and learn as we go, recognising that curiosity drives our development and contributes to growth

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Business Services Competencies

Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

The competencies are used to inform all aspects of Business Services career development. They vary across levels and different business areas and fall under the following areas:

- Technical Excellence
- People and Team
- Client/Stakeholder Relationships
- Service Delivery and Commercial Awareness
- Personal Effectiveness

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.