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| **Name:** |  |
| **Job Title:** | Tax Consultancy Manager |
| **Department:** | Consultancy – Bedrock Tax |
| **Reporting To:** | Lisa Topliss |
| **Overview:**  *(Brief Outline of the position)* | One of the contacts within the team responsible for winning, overseeing, delivering and billing direct tax assignments in connection with the tax helpline and other sources of tax consulting leads |
| **Key Responsibilities**: (*Activities for which the job holder is responsible)* | * One of the team responsible for answering tax helpline calls and maintaining accurate records via tracker for same * Responsibility for direct tax consultancy assignments * Provide assistance on direct tax aspects of tax disputes cases. * Develop relationships with key clients/introducers of direct tax consulting work and with local solicitors for cross referral opportunities * Follow up on direct tax/tax disputes leads referred from other team members/departments * Write technical pieces for website/helpline newsletters * Assist others with the evaluation of technical queries * Attendance at non-direct tax driven client meetings as and when required * Support for junior team members regarding capital allowances assignments |
| **Dimensions**: (*Level or size of responsibility, if any, e.g. budget, people , function reports, capital equipment)* | * Responsibility for direct tax consultancy on-the job training and development of junior team members |
| **Personal Attributes**: | * Creative thinker with strong negotiation skills * Broad technical knowledge * Good communication skills – oral and written * Understands the commercial needs of the business * Positive attitude * Team player * Good delegation and mentoring skills |
| **Framework:** (*Brief overview/illustration of where job fits within the organisation)* | Middle management member of the Bedrock team, with a broad understanding of services and products offered. |
| **Agreed by**: | **Date**: |
| **Name:** | **Title:** |
| It is Company Policy that individuals are as flexible in their work as possible therefore employees are expected to perform any other duties as reasonably expected. | |