

# Tax Adviser



We have a vacancy for an experienced tax adviser in our Aberdeen office working Monday to Friday, 35 hours per week. However, for the right candidate, flexible terms may be agreed.

The position forms a key part of our small tax team and the successful candidate should be confident in their ability to manage a diverse portfolio of clients, ensuring they receive an excellent level of service. This will involve preparing and submitting personal (and some trust) tax returns, plus preparing company, partnership and sole trader computations. The successful candidate will also need to liaise with HMRC and other external stakeholders and work closely with other departments.

Familiarity with IRIS and online software packages would be beneficial as would some experience of VAT and PAYE.

## **Candidates must have:**

- **Experience of personal tax and small business taxation (including corporation tax)**
- **Experience in dealing with HMRC and to be familiar with accountancy paperwork and procedures**
- **Be proficient in Microsoft Office software products**
- **Good verbal and written communication skills**
- **Be comfortable in dealing with clients**
- **The ability to work in a team and show willingness to assume additional, or new responsibilities readily**

***Salary up to £45,000 dependant on experience.***

To apply, please submit your CV and cover letter to Kerri Stables at: [kerri@athollscott.co.uk](mailto:kerri@athollscott.co.uk).

[www.athollscott.co.uk](http://www.athollscott.co.uk)