

# ATHOLL SCOTT

## ACCOUNTANTS & TAX ADVISERS

We are looking for a **Tax Adviser** to join our team on a full time basis (Mon-Fri).

Candidates must have:

- Personal Tax & Small Business Taxation
- HMRC, Accounting experience
- Good working knowledge of Word, Excel and Outlook
- Good verbal and written communication skills
- Comfortable in dealing with clients

Preferred but not essential:

- IRIS software knowledge
- Knowledge of VAT & PAYE

Duties include but not limited to:

- Managing a diverse portfolio of clients and ensuring they receive an excellent level of service
- Preparation and submission of personal and trust tax returns
- Computation of tax liabilities
- Reporting findings to Management
- Maintaining and enhancing client relationships
- Liaising with HMRC and other external stakeholders
- Working in cohesion with other departments to ensure a streamlined and quality service

Salary will be based on experience.

CV and covering letter to Kerri Stables,  
[kerri@athollscott.co.uk](mailto:kerri@athollscott.co.uk) or Victoria House, 13 Victoria  
Street, ABERDEEN AB10 1XB