

Job Specification – VAT Assistant Manager (London Office)

About Shipleys LLP

Shipleys LLP is a firm of chartered accountants and professional business advisors, with offices in the West End, London and in Godalming, Surrey.

You'll find our approach a little bit different. We know that nobody understands the affairs or business like our clients, so our focus is on getting to know them, their objectives and priorities.

We build close, personal, long-term relationships with clients, to become a trusted adviser who they can always turn to for practical advice and solutions. As an active member of AGN International, we can introduce our clients to contacts across the globe.

The Role

The role provides the opportunity to work alongside experienced VAT and tax professionals such as managers and partners to build on existing technical knowledge and behaviours required for a career in VAT and tax.

The role will require the following:

- Supervision of the preparation of VAT summaries and the submission of VAT returns.
- Assistance with the compilation and submission of VAT registration applications and accompanying forms.
- Liaising with HM Revenue & Customs regarding client VAT matters.
- General assistance with ad hoc VAT compliance.
- VAT registration and deregistration.
- Option to tax.
- Partial exemption.
- VAT audit.
- Special schemes.
- Place of supply.

You will be provided with the opportunity and full study support to complete the ATT and CTA qualifications.

The Role Reports To

The VAT Manager and VAT Principal.

Education and Experience

Applicants are expected to have strong academic history.

The successful candidate is likely to have relevant experience with HMRC or in practice or an in-house VAT role.

The Individual

The applicant should be able to demonstrate the following skills and behaviours:

- Excellent grammar, numerical skills and close attention to detail.
- Works well as part of a team as well as individually.
- Has the ability to organise and prioritise workload to meet tight deadlines.
- Listens to, understands and communicates confidently with others in a clear, concise, polite and purposeful way.
- Motivates self to complete the qualifications.
- Demonstrates strong analytical and research skills.
- Takes ownership of assigned tasks.
- Actively seeks to enhance own expertise and knowledge.
- Ability to produce accurate and timely work.
- Ability to build relationships.
- Applies active listening skills.
- Adopts a pro-active approach to work.
- Competent using Microsoft Word, Excel and Outlook.
- An organised approach and good record keeping skills.

The Individual continued

In addition to the above, the individual should be commercially minded. You should display a flexible, professional approach and have the confidence and ability to establish credibility with Principals and clients.

To apply please email a covering note and your CV to

recruitment@shipleys.com

Salary / Benefits

We can offer you:

- Highly competitive Annual Salary
- Exposure to high quality and varied clients whilst working within a friendly and proactive team.
- Salary review annually in January.
- Group Personal Pension Scheme: under the requirements of pension auto-enrolment you will be automatically enrolled into the Group Personal Pension Scheme (3% employee, 5% employer).
- Eligibility for yourself and your dependants for the firm's private medical insurance scheme.
- Life assurance cover at four times salary.
- Group Income Protection Scheme.
- 20 days' annual leave plus bank holidays.
- Access to a number of other benefits through a cashplan.
- Access to a number of other benefits such as Cycle to Work Scheme, Season Ticket Loan and Regent Street cinema tickets.

Please note that all insured benefit membership is available from the 1st of the month following the first three full months of employment.
