

Tax Senior

Based: Central London

Reports to: Tax Director

About the Group...

We are a leading management and professional services company based out of the UK and US, YMU provides a portfolio of services to a wide range of clients consisting of leaders in entertainment, film, music, radio, television and sport, including athletes, authors, digital influencers, media rights holders, musicians, producers, TV personalities and voiceover artists.

About the Team...

You will be working as part of our Business Management team, who provide accountancy services covering tax, accounts preparation and royalty payment examinations for our wide variety of clients in the music, sport and entertainment industries.

The Tax Senior is responsible for :

- Lead the preparation and submission of personal, partnership and corporation tax returns for defined client group.
- Liaise with clients, HMRC and Accountants in relation to clients tax returns.
- Assisting with HMRC enquiries including researching and preparing relevant paperwork where appropriate
- Monitor lists of returns due, ensure deadlines for payment and submission met. Provide reminders to staff, payment reminders to clients.
- Process new clients; professional clearance letters, set up clients on CCH, set up tax files, ensure accountants informed, 64-8s, ensure added to appropriate deadline tracker lists. Chase provision of info e.g. UTR/previous returns, chase other accountants. Also XCL procedures. Draft the letters, set them up on CCH, authorisation from HMRC.
- Register clients for Self-Assessment through HRMC.
- Complete VAT registration applications.
- Provide company secretarial services — minutes, arranging incorporation of limited companies and LLPs, completing forms for various changes e.g. appointment of Directors.



- Process applications for UK residency certificates and A1 certificates. Other foreign tax related tasks e.g. completing W8BEN forms and FATCA declaration forms.
- Process overseas VAT and tax refunds.
- Process FEU reduced withholding tax applications to HMRC.
- Process and respond to day-to-day post and correspondence e.g. checking refunds and tax return acknowledgement notices for accuracy, tax codes and dealing with standard HMRC enquiries.
- Client development initiatives – look for opportunities to increase the services we provide to a client to improve the service we provide to clients to include suggestion that will assist a particular clients business with a tax planning opportunity
- Assist Directors with more complex HMRC enquiries including researching and preparing relevant paperwork.
- Prepare various computations e.g. level and impact of dividends. Capital gains tax calculations. Tax planning basic level.
- Prepare property accounts including analysis of changing repairs rules.

About you...

- ATT/CTA Qualifications
- At least 2 years practice experience in a tax team
- Previous experience supervising and reviewing junior team members work.
- Solid compliance and reporting experience
- Ability to answer general level tax queries.
- Experience in dealing with HMRC enquiries
- Familiarity with International/offshore tax issues
- High level written and verbal communication
- High level numeracy skills
- High attention to detail
- Methodical
- Ability to keep to deadlines
- Organised
- Computer literate — intermediate Excel skills

What we Offer...

We offer a wide variety of benefits including:

- Unlimited Holiday
- Access to flexible working conditions – we believe with performance comes freedom.
- Private medical and life Insurance after 12 months' service
- Enhanced parental leave
- Staff equality share and bonus scheme
- Perkbox employee benefit platform