

Tax Intern

Based: Great Portland Street

Reports to: Tax Team – Business Management Division

About the Group...

A leading management and professional services company based out of the UK and US, YM&U 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 job...

As an intern at Y&MU Business Management Ltd (“YMU BM”), you will gain exposure to the inner workings of a busy tax department within a larger group of companies which include clients from a wide range of businesses. Clientele include house-hold names from drama, comedy, entertainment, media, music and sports industries. You will develop an awareness of the tax laws and how those operate in real-life scenarios where risks of tax matters extend to reputational concerns. Tax is evolving and becoming much more digital with HMRC moving forward on their plans in “Making Tax Digital”.

YMU BM offer bespoke advice in all areas of tax, helping our clients to navigate the complexities and ultimately pay the correct amount of tax whilst fulfilling their obligations across multiple jurisdictions. In this way we help them to manage an area of significant financial and reputational risk and to make properly informed decisions about their tax position whether they are an individual, a business owner or a corporate organisation. We also help clients resolve any disputes they have with the tax authorities as swiftly as possible.

The ethos of the YMU group is built around the following tenets:

- ❖ Client First
- ❖ Collaborative
- ❖ Curious
- ❖ Egoless
- ❖ Courageous

Key Responsibilities...

- Assist in the collation, preparation and submission of personal, partnership, trust and corporation tax returns for our clients including the detailed schedules that make up the finished tax returns via tax software;
- Assisting with HMRC enquiries including researching and preparing relevant paperwork where relevant;



- Liaise with internal teams, clients, HMRC and other third parties (such as banks, external accountants and adviser such as IFAs) in the UK and overseas in order to compile the information required to prepare tax returns;
- Monitor lists for tax returns, payments and potential penalties, providing updates to the tax team and wider accounting teams;
- Undertake on-boarding activities for new clients such as
- Register clients for Self-Assessment with HMRC;
- Assisting with engagement letters;
- Ensuring clients are shown on the internal reports;
- Process applications for UK residency certificates along with other foreign tax related tasks such as completing W8BEN forms and FATCA declaration forms in order to minimise the impact of withholding tax for our clients;
- Preparing other ad-hoc tax returns such as P11ds, ATED returns, CGT 30-day reporting, Inheritance tax returns;
- Helping the directors in gathering information and report writing on advisory projects;
- Dealing with day-to-day post and correspondence such as checking tax return acknowledgement notices for accuracy, tax codes, tax repayments and penalty appeals;
- Assisting in the management of the internal tax insurance system alongside the tax, operations, administration and billing teams to maintain good relations with the insurance provider and timely billing and passing of information;
- Working with and supporting the tax team with their work and the wider teams including the operations manager;
- Educating the wider accounting teams by preparing updates on new tax issues as those arise via our internal intranet;
- Assisting with changes to the firm's procedures including enhancing the digital framework underlying the internal procedures;
- Providing feedback on your experience including suggesting areas for improvement in the client service experience particularly in areas of digitisation to promote efficiency in terms of cost and time;

What you will learn:

- Learning tax IT systems such as CCH and enhancing your skills in Microsoft Office such as Excel and exposure to accounting IT systems such as Xero, QuickBooks;
- Develop a thorough understanding of financial statements and tax returns;
- Be able to obtain relevant information from other departments and clients whilst building good communication with both;
- Develop an awareness of the tax legislation and the nature of the clients' personal and corporate financial circumstances.

About you...

If you're in your penultimate year at university, or if you're already in your final year but will be doing a one-year Master's degree, or taking a gap year, this internship may be for you.

An ideal candidate would have the following skills:

- Good interpersonal skills: the ability to build relationships with a foundation of trust and responsibility;
- Strong analytical skills: the ability to think critically, research and solve problems;
- Attention to detail
- Strong time-management skills;
- Commitment to self-development and learning;

Requirements:

- Start date May/June 2021
- 1 year fixed term contract including handover to successor — 2 months
- Cover annual leave in Summer period
- Preference for business and finance graduates but others considered

Equal opportunities

YM&U Group is an equal opportunity employer. All qualified applicants will receive consideration without regard to protected diversity characteristics such as race/ethnicity, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. All successful job applications are subject to referencing and background checks.