

# Tax Semi-Senior

**Based:** London

**Reports to:** Tax Senior & ultimately the Tax Director

**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 team...** YM&U Business Management Limited is a UK industry leader in providing accountancy services covering tax, accounts preparation and royalty payment examinations for our wide variety of clients.

## Key Responsibilities...

- Lead the preparation and submission of personal, partnership and corporation tax returns for a defined client group, ensuring deadlines for payment and submissions met
- Liaise with clients, HMRC and accountants in relation to clients' tax returns and other queries
- Associated client tasks e.g. process new clients, registrations for Self Assessment, billing tax-only clients etc.
- Assist with HMRC enquiries including researching and prepare relevant paperwork where appropriate
- Obtain certificates of UK tax residency for clients with overseas income
- Prepare P11D forms
- Process and respond to day-to-day tax post and correspondence e.g. checking HMRC refund notifications and payment demands for accuracy
- Prepare various computations e.g. level and impact of dividends. Capital gains tax calculations. Tax planning – basic level with support
- Assist with training and supervision of junior tax team members
- Client development initiatives – look for opportunities to increase the services we provide to a client to improve the service
- Other reasonable ad hoc tasks as and when required

## About you...

- ATT qualified or part-qualified
- 2+ years practice experience in a tax team preferred
- Previous experience supervising and reviewing junior team members work preferred
- Solid compliance and reporting experience



- Ability to answer general level tax queries
- Experience in dealing with HMRC enquiries preferred
- High level written and verbal communication
- High level numeracy skills
- Methodical
- Ability to keep to deadlines
- Organised and self-motivated
- High level of attention to detail
- Familiarity with international/offshore tax issues an advantage but not essential
- Computer literate – Intermediate Excel skills

### **What we offer...**

We offer a wide variety of benefits including:

- Access to flexible working conditions – we believe with performance comes freedom
- Generous bonus scheme
- Private medical and life Insurance after 12 months' service
- Enhanced parental leave
- Staff equality share and bonus scheme
- Study support towards CTA qualification

### **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.