

Personal/Business Tax Trainee

Chiene + Tait is an award-winning Chartered Accountancy firm of over 140 staff and 13 partners, with an enviable 130-year heritage. Headquartered in the heart of Edinburgh, we have a further office in Inverness and satellite offices in London and Glasgow.

We have a multi-award-winning tax practice, with an enviable portfolio of clients. Recent years have seen strong growth across the firm and has led to the opening of our Inverness and Glasgow offices. We are now looking for an individual to join our Personal Tax team at trainee level in the summer of 2020. The team comprises 20 members of staff, ranging from Partner level to fellow Trainees.

Any trainee role develops with experience and this vacancy offers considerable opportunity for career progression. You will have a peer group 'buddy' allocated to you to help you settle into your new role and a line manager, who will check in with you on a daily basis. Initially the day to day work will involve:

- Income Tax return preparation and computation of tax liabilities
- Preparation of Capital Gains Tax computations
- Once experience allows, preparation of partnership and trust tax returns
- Preparing letters to clients, H M Revenue & Customs and third parties
- Assisting with general taxation matters as necessary
- Telephone communication with HM Revenue & Customs and other third parties
- General administration including the use of Word and Excel

The range of work duties will expand as you progress through your studies and develop your knowledge and experience. You will have opportunity to meet with clients and their other advisors.

On top of on the job learning, our trainees are also working towards their professional qualifications which will be fully funded by the firm. After a probationary period, trainees will work towards the Association of Tax Technicians (ATT) qualification. By mutual agreement, staff are then encouraged to commit to passing their Chartered Tax Adviser (CTA) qualification. Professional qualifications are challenging and require considerable home-study; however, training support is provided, and these qualifications form a solid basis on which to build a career in tax.

Next to the technical and on the job training, our graduates also have opportunity to undertake management training which is aimed to develop skills to support progression through management levels all the way to Partner. You will also get the opportunity to go on secondments to other departments within the firm to develop a well-rounded understanding of the profession.

After gaining 3 to 4 years of experience as well as undergoing professional qualifications, our trainees usually progress to Supervisor level, where they will have the opportunity to manage their own trainee. Thereafter, staff are able to progress to management level and beyond.

What we're looking for:

- A degree qualification (we are particularly interested in graduates of Economics, Accountancy and Finance, Law and STEM)
- Numeracy

- Attention to detail
- Forward looking attitude
- Ability to learn and adapt quickly
- Good communication skills (both written and verbal)
- Interest in career development/progression
- Ability to obtain professional qualification through self-study
- Ability to explain technical issues and ultimately supervise own staff

How to apply:

Apply using the link below, where you will be asked to register an online account with us to submit your CV and complete an application form. We will also require applicants to submit a short covering letter detailing what makes you a suitable candidate for this role.

Timeframe

We are keen to receive applications immediately and interviews will commence once a sufficient number of suitable applications has been received, therefore we encourage candidates to apply as soon as possible.

The start date for this vacancy will be summer 2020.