

Assistant Manager / Manager (Personal/Business Tax)

At Chiene + Tait (“C+T”), the success of our business is founded on being able to recruit the best people, who share our values and are driven to make a positive impact. As a result, we are recognised as a market leader and a firm that creates real and lasting value for our clients. We provide you with opportunities to drive change and make a difference.

We are looking for an ambitious individual to join our Edinburgh Personal and Business Tax team at Assistant Manager or Manager level. Like many organisations, we have adapted our working practices – we have a dynamic working model, giving our people flexibility around where they work.

The role offers clear opportunities for advancement and the level of technical work will provide a varied and challenging development path. The department’s portfolio consists of high-net-worth individuals, landed estates, unincorporated businesses including professional partnerships and family trusts. While experience of all of these is a preference, there are opportunities to develop in areas where the candidate has less experience, with a view to eventually operating across all sub sectors. There will also be the opportunity for involvement in ad hoc advisory projects. In addition to private client matters, advisory work is also often referred from our corporate and entrepreneurial tax teams and recent advisory projects have included:

- Company transactions, reorganisations, incorporations, share buybacks and liquidations
- Business restructuring and partnership structures
- Succession planning, inheritance tax, estates, and gifting, involving trusts and charities
- Capital gains tax advice on gifts and other disposals, and application of CGT reliefs (BADR/rollover/holdover)
- Residence and international matters (We are a member of Accountants Global Network group)
- Family Investment Companies
- Employee Ownership Trusts
- Employment taxes, particularly involving international matters and off-payroll working
- Tax on private equity structures

What you will do:

The main duties of the role include:

- Responsibility for day-to-day delivery of exceptional client care
- Reviewing work and assisting junior members with technical queries
- Involvement in tax advisory projects, with support from advisory specialists on the team as appropriate
- Coaching and developing junior members of staff, including responsibility for appraisals and facilitating objective setting
- Identifying and managing areas of risk for clients and the firm
- Identifying opportunities to involve other disciplines to expand the scope and value of our services
- Monitoring budgets, driving profitability and raising issues at the appropriate level

- Keeping internal control records up to date and ensuring compliance with quality control procedures
- Responsibility for the preparation of fees, proposals, fee quotations, money laundering procedures and engagement letters
- Assisting in business development activities on an ad hoc basis

What we are looking for:

- A relevant qualification is desirable. This may be ATT, CTA, STEP or CA
- Good knowledge of current taxes including income tax, capital gains tax, inheritance tax, national insurance contributions, trust and partnership taxation
- Excellent written and oral communication skills
- A proactive approach to managing staff and projects, including a willingness to take responsibility and suggest solutions to problems encountered
- Ability to work as part of a team
- Motivated and committed to continuously developing technical, commercial and client relationship skills
- Effective time management skills and ability to efficiently organise workload to deliver on time and on budget
- Willingness to maintain and develop technical knowledge through internal and external training and reading of technical books/journals
- Ability to remain calm when under pressure and willingness to work overtime to meet deadlines
- Good IT skills

About us

C+T brings together more than 150 specialists providing a wide range of high-quality professional services. Headquartered in the heart of Edinburgh's city centre, we also have an office in Inverness and virtual offices in Glasgow and London. As members of a globally connected network of more than 175 firms in 83 countries, we bring world-class capabilities and high-quality services to clients, and a fantastic workplace culture and global opportunity to our people.