

Person Specification – Tax Assistant

Below are some of the skills, knowledge and experience which are required for this post.

	Essential	Desirable
Education / Qualifications		
Five GCSEs at Grade A*-C (9-4) to include Maths and English, or equivalent.	*	
ATT qualified or qualified by experience.	*	
Skills/ Knowledge/ Experience		
2 + years of experience in accountancy practice in a relevant sector.	*	
Specialist technical knowledge ie IHT/ CGT/ Trusts and Estates.		*
Knowledge of Digita – tax return production software.		*
Competent in Microsoft Word/Excel/Outlook.	*	
Excellent written and verbal communication skills.	*	
Ability to work accurately with consistent care and attention to detail.	*	
Time management skills.	*	
Ability to use own initiative, be flexible and adaptable to changing situations.	*	
Personal Behaviours & Qualities		
Hold high expectations of themselves and others within the company.	*	
The ability to operate effectively, both individually and as a team member.	*	
Professional and confident with the ability to respond to challenges in a calm and professional manner.	*	
Able to demonstrate behaviours and expectations consistent with the David Allen values of ambition, professionalism, knowledge, integrity, and respect.	*	
General		
Ability to travel between offices and to undertake client home visits if required		*