

## Tax Advisory Senior - GrowFactor

Are you a truly outstanding tax accountant? Do you have a burning desire to succeed? Are you extremely client oriented? Are you highly motivated and never quit? Do you develop deep and meaningful rapport with clients? Are you the ultimate team player? Do you want a change from the mundane day to day? Do you believe you can be the best at everything you do, and can prove it?

If you have answered yes to all of these then this role will suit you.

We are looking to recruit a Tax Advisory Manager for a rapidly expanding and Award Winning Chartered Accountants and Business Advisory Practice, branch located in Birmingham.

Please send a short cover note with why you are right for this role along with your CV to [careers@growfactor.com](mailto:careers@growfactor.com) and if shortlisted we will call you back to arrange a first stage interview.

### DETAILED JOB SPECIFICATION

Job Description - GrowFactor

Title: Tax Advisory Senior

Salary: £45,000 plus generous commission scheme

Reports to: Senior Partner/Managing Partner

Based at: GrowFactor, Birmingham (Formerly known as SRK Accounting)

Job purpose: To add massive value to clients through providing tax planning advice to ensure clients minimise their tax liabilities with excellent client rapport.

It is a role that allows access to existing and new clients, to perform a systematic fact finding process that identifies all of a client's tax advisory needs and tax saving opportunities, whilst taking into consideration their current personal and financial situation. You would then work with the client manager to communicate these needs to the client and implement the strategies.

A key element of the role is also helping to identify, prepare and file Research and Development Tax Relief claims.

This is a great opportunity to take the next step within your career in an exciting and fast growing firm. We won 'Small Practice of the Year 2016' and 'Innovative project of the year 2017' and have been recently nominated for another three awards. We pride ourselves on being focused on practical advice to help grow our clients' businesses and reach their goals.

### Key responsibilities and accountabilities:

- Assist with the management and successful delivery of tax projects specific to SMEs and Owner managed businesses e.g. set up of EIS schemes, EMI schemes, and company valuations whilst ensuring technical excellence and practical/business driven approach taken.
- Responsible and accountable for working with clients and taking them through the full life cycle of an R&D Tax Credit Claim.
- Travelling to client meetings, as required.
- We want you to identify time sensitive tax advisory needs and areas specifically raised by your client. To categorise and plan tax priorities to meet their goals and objectives. To be the trusted advisor your clients want.
- Final level review of CT600's and SA100's prepared for clients.
- You will be expected to maintain an expert knowledge of the working, detail and implementation of R&D Tax Relief legislation, guidelines and HMRC practice.
- You will have to maintain a portfolio of client cases.
- Build an internal network within the wider tax practice of the firm.
- Help to establish and maintain strong client relationships with both existing and new clients.

### The Person

Personality: Massively self-driven, results-oriented with a positive outlook, and a clear focus on high quality and business profit. A natural forward planner who critically assesses own performance. Mature, credible, and comfortable in dealing with business owners. Reliable, tolerant, and determined. Empathic communicator, able to see things from the other person's point of view. Well-presented and businesslike. Keen for a new experience, responsibility and accountability. Able to get on with others and be a team-player.

Personal Situation: Must be mature and domestically secure. Able to work extended hours on occasions, if required.

### Specific Job Requirements:

As a general rule, you'll be expected to meet the following requirements:

- Minimum 2:1 degree
- Desirable - fully qualified ACA/ACCA
- Essential - Tax qualification required to have a detailed working knowledge of the R&D tax legislation and experience preparing R&D calculations and general tax.

Computer skills: Knowledge of Xero, QuickBooks Online and other cloud based accounting platforms are ideal.

Business Skills: Must be an excellent face-to-face and telephone communicator. Able to demonstrate success and experience managing business clients. Should be able to show entrepreneurial ability and strive for continual improvement and exercise professional judgement.

Must have excellent communication skills in a range of situations, including with: internal team members, senior staff and clients.

Ability to explain/describe the activities of a company to HMRC in a clear and concise manner.

Management Ability: Must have good interpersonal skills to get on with the team of associates and partners.

### Background to GrowFactor

GrowFactor (formerly known as SRK Accounting) is a commercially astute accountancy practice based in the heart of London's West End and Birmingham city centre, established in 2011. GrowFactor are searching for a qualified tax accountant (ACA or ACCA) to join the Birmingham team. You will be keen to move to a dynamic, forward thinking business where you can develop your commercial awareness and be rewarded for driving new business.

GrowFactor is a small, yet rapidly expanding firm so you will work closely with the Managing Director and Senior Director on strategy, client tax advisory needs and you'll also identify, prepare and file Research and Development Tax Relief claims. Our client base has risen to 250 within 5 years of trading so you'll get to work across a range of sectors with the aim to reach 500 clients by 2018. One other thing to add is that we are a paperless practice so experience in cloud software such as Xero would be advantageous.

This is a unique opportunity to be part of a dynamic and ambitious accountancy firm. You will be directly involved in business development and play a part in the progression and expansion of the firm. Working in a large firm can feel like you're not adding value and not rewarded for your entrepreneurialism or revenue generating ideas, which are fully encouraged and rewarded at GrowFactor.

Excellent salary and commission structure and great opportunity for upward mobility.

We also operate a flexible working scheme and drive performance review on performance, not hours worked or facetime.

