

## **PK GROUP – AVAILABLE TAX POSITION**

**PK Group is a fast-growing, London-based multi-disciplinary financial services firm. As one of the leaders of the new generation of financial services companies, we are dedicated to using our financial experience and expertise to grow and to protect our clients' businesses, income and wealth.**

**Each PK Group adviser is an expert in at least one financial discipline whilst also remaining knowledgeable in our other fields. With every client cared for by one of our advisers, we ensure both a proactive and professional service.**

**We are looking for a tax professional with broad experience to join our tax department at our office in Richmond, London.**

### **The Candidate:**

- **ATT/CTA finalist/qualified preferred but not essential.**
- **At least three years Practice experience.**
- **Strong academic history required.**
- **Solid experience in and understanding of personal tax and keeping up with latest tax changes that affect clients.**
- **Some accounts preparation experience an advantage.**
- **Knowledge of taxes other than personal tax an advantage.**
- **Exemplary team player with a positive, client focused attitude.**
- **Competent on computers and associated software. Working knowledge of CCH and MS Office products, especially Excel, a strong advantage.**
- **Excellent administrative, organisational and communication skills, good spoken and written English.**
- **Working accurately and working to deadlines.**

### **The Role:**

- **Working in our Richmond office, though some travel may be required depending upon client commitments. (Likely to be a hybrid of working at the office/at home once probationary period ends.)**
- **Travel expenses paid in accordance with the firm's travel policy.**
- **Working with a portfolio of tax clients and reporting to a Tax Partner.**
- **Form good relationships with clients, with the aim of being main point of contact with clients.**
- **Working with colleagues and clients to gather information needed for the preparation and filing of tax returns.**
- **Preparation of tax returns to include employment, self-employed, investment, overseas and rental income and capital gains.**
- **Dealing with HMRC correspondence.**
- **Reasonable study costs for relevant qualification met by the firm, subject to the absolute discretion of the Board of Directors and mutual agreement to the firm's study policy.**
- **CPD courses provided for a qualified member of staff.**
- **Salary paid on a monthly basis in accordance with experience and market rate. Half yearly bonuses paid at the absolute discretion of the Board of Directors.**
- **Office hours 9:00am – 5:30pm.**