

# ATHOLL SCOTT

ACCOUNTANTS & TAX ADVISERS

## Tax Adviser Trainee

Our Tax team help individuals and businesses from all walks of life with their tax issues. Our client base is incredibly varied, including:

- high-net-worth families and individuals,
- entrepreneurs, business owners and family businesses,
- internationally mobile and non-domiciled individuals,
- professional practices, and
- deceased estates

We are looking for an exceptional candidate to join our Tax team as a Tax Adviser Trainee to be based in our Aberdeen office on a full time basis (35 hours/week, Monday to Friday).

As a Tax Adviser Trainee you will be gaining on-the-job experience and studying towards obtaining the Association of Taxation Technicians (ATT) qualification. Further details can be seen here:

<https://www.att.org.uk/our-qualifications/att-qualification>

A tax trainee typically starts out with basic duties such as entering client information into a tax preparation software program and then with supervision, progress onto:

- Preparing tax returns for personal, trusts and partnerships
- Assisting with Corporation Tax Return and preparation of them for filing with HMRC
- Managing a diverse portfolio of clients and ensuring they receive an excellent level of service
- Liaising with HMRC and other external stakeholders
- Working in cohesion with other departments to ensure a streamlined and quality service
- Studying and attaining the ATT professional qualification.

Entry Requirements:

- 4 Higher Grades (of which two must be B grades) and must include Maths and English, credit will be given to students who have studied Accounting, Economics and/or Business
- Excellent written and verbal communication skills and ability to prepare and present accurate, effective, complete and easily understood pieces of work
- Strong PC skills and proficiency in Microsoft Word, Excel and PowerPoint
- Ability to work independently and to deadlines
- Ability to work in a team and show willingness to assume additional, or new responsibilities readily

Contract Type: Fixed Term Training Contract (the length of the contract will depend on the starting date, but will cover at least 2 calendar years)

Salary: Competitive salary + Study Support

Closing Date: 31 July 2021

CV & Cover letter to Kerri Stables ([kerri@athollscott.co.uk](mailto:kerri@athollscott.co.uk))

[www.athollscott.co.uk](http://www.athollscott.co.uk)

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