Gill Akaster LLP Solicitors

Job description for: Junior Tax lawyer/ Junior Tax specialist

Job title:	**Junior Tax lawyer or Tax specialist**
Reports to:	**Head of Wills, Trusts and Probate**

Main purposes of role

The main purpose of this role will be to support two of our partners who work in the Wills, Trusts and Probate team namely in tax advice including inheritance tax income tax and capital gains tax. This is an exciting opportunity for a recent or newly qualified graduate who is interested in tax with an interest in trusts and probate a bonus. You will have a logical and analytical mind with the ability to work to tight deadlines and a willingness to progress and gain the ATT qualification if not already achieved. You will be supported in your role and in your progression by the two partners who you will work with.

Required skills, knowledge and experience

Essential

1. A minimum of 1-2 years' experience
2. The ability to interpret and explain complex legislation to non-specialists
3. Excellent numeracy skills
4. An excellent communicator both written and oral, capable of building a good rapport with clients and colleagues
5. Driven and with high integrity and high energy, able to problem solve and prioritise
6. A proven team player, willing to work under supervision and receptive to constructive criticism
7. Sets quality as a prime objective in everything s/he does paying great attention to detail, able to deal with complex matters with good research skills
8. Fully conversant with Word, Outlook and Excel and willing to working with computerised case management systems
9. Willing to have contact with colleagues and clients outside of normal business hours where necessary

Desirable

1. ATT (Association of taxation technician) qualification or working towards the same

2. Used to working under LEXCEL or equivalent practice management standard

Key tasks (not an exhaustive list)

1. Conduct of matters on behalf of clients, trusts and tax administration and tax planning
2. Researching, analysing and interpreting changing tax legislation in both the UK and overseas
3. Meeting with clients and collating information
4. Working with tax law and revenue provisions
5. Preparing and submitting compliance (tax) returns by the deadline
6. Liaising and negotiating with HM Revenue and Customs (HMRC) on behalf of the client
7. Providing consultancy services to high value private clients (under supervision)
8. Creating tax strategies for clients and planning their financial futures
9. Carrying out detailed computations to calculate tax liability and advising on how to minimise a client's liability
10. Establishing and structuring family trusts
11. Producing reports and presentations for clients
12. Maintain and nurture an appropriate network of contacts and referrers and endeavour to promote the firm in their professional and personal lives
13. Maintain IT skills appropriate to modern legal practice