

Partnership VAT Analyst

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Company: Addleshaw Goddard

Location: United Kingdom

Category: business-and-financial-operations

PURPOSE OF THE ROLE

Reporting to the Financial Controller and supported by the Financial Control Senior Accountant and the Partnership assistant VAT analyst, the Partnership VAT Analyst will be responsible for the preparation and submission of the Firm VAT returns, provision of information to overseas third parties to support with VAT return submissions, VAT reconciliations and working within the business to improve data inputs, processes and controls around VAT entries in the finance system, as well as getting involved in wider tax related projects and advisory. This is a hands-on role with opportunities for growth in responsibilities over time with the right candidate.

This is a great role for someone looking to work in a critical financial compliance area of the Firm, train in or develop existing skills in the indirect tax arena and gain a broad knowledge of tax working practices both within the UK and in multiple overseas jurisdictions.

THE TEAM

The Group Finance team supports and drives the financial success of Addleshaw Goddard. We strive to deliver a first class service to our stakeholders and to be a great team to work with and be part of. The Group Finance team comprises business professionals across a range of disciplines including Financial Control, Tax, Procurement, Business Partnering, Financial Planning and Analysis, Credit Control, Accounts Payable, Legal Billing and Legal Cashiering.

WHAT TO EXPECT IN THIS ROLE

VAT submissions and payments

- Preparation and submission of VAT returns together with supporting analysis for management review, supported by the assistant analyst.
- Carry out pre-submission audit checks on system data.
- Ensure timely and accurate payments of VAT liabilities.
- Reconcile VAT returns to the balance sheet.
- Working with third party advisors for any outsourced VAT returns, including sharing data and checking reconciliations.

VAT processes and controls

- Review and identify any issues in VAT data, and work with other teams in Finance to resolve.
- Process maintenance and continuous control improvements, including amending processes and reporting as compliance requirements change.
- Supporting with and owning automation projects to streamline processes.
- Be a point of contact for VAT queries from operational teams including accounts payable and receivable.

Other

- Involvement in internal training.
- Work with teams across Finance and the wider business to support with general VAT related queries.
- Keeping abreast of regulatory changes in all relevant jurisdictions and ensuring wider awareness of upcoming changes.
- Involvement in wider Tax or Financial Control projects, as necessary.

YOUR AREAS OF KNOWLEDGE AND EXPERTISE

To be successful in this role, you will:

- Be an accountant or tax advisor (ACA, ACCA, CIMA, CTA etc) looking for a data and process driven role, or an individual who is part-qualified in these areas.
- Be comfortable with 'owning' the remit of the role, developing new ways of working and ensuring controls are maintained.
- Have experience of VAT and or other tax compliance activity and a desire to expand and become a Firm SME in this area.
- Have good communication and interpersonal skills.
- Have attention to detail with willingness and ability to identify and drive the resolution of

errors or issues.

- Have strong Excel skills.

OUR FIRM

Addleshaw Goddard is a place where you are valued, encouraged, and challenged to fulfil your potential in a supportive and collegiate environment. Our culture of improvement, growth and collaboration delivers results, drives innovation, and rewards ambition.

We not only provide technical excellence and experience but, crucially, demonstrate real insight into our clients and what really matters to them and as such we are natural choice for FTSE100 clients and their equivalents in other markets.

Our success has been built by people from the widest range of backgrounds, locations, and perspectives. We have a number of employee networks that provide space to discuss the differences that make us who we are and celebrate this at AG.

OUR APPROACH: IMAGINE THE BEST YOU CAN BE

Everything we've accomplished can be traced back to our people and the way we work.

Our reputation is something we are proud of, and constantly invest in.

Here, you'll do high calibre work, with high-character colleagues who care for one another and our clients.

Are you up for the challenge?

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