

# United Kingdom Jobs Expertini®

## Trainee VAT Assistant (Ref: J11656) Permanent

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Company: Goldhawk Associates

Location: Edenbridge

Category: other-general

We are working with a local client who is looking to appoint graduates with no experience or previous experience in taxation, and or administration. Full training will be provided, and they are looking for someone with excellent communication skills as there will be direct contact with clients, quantity surveyors, architects, project managers, accountants, and financial directors. You must have attention to detail as this is a key requirement of this role. You will also need to be self-motivated, dedicated, organised and hardworking with an excellent knowledge of Excel and Word. The role:

- Supporting the senior team with client work:
  - a.Undertaking research on specific topics
  - b.Joining client calls and taking notes
  - c.Input into technical emails and client reports
- Initial responses to VAT helpline queries of a basic nature;
- Researching VAT technical position on a range of topics, using the following:
  - d.HMRC guidance and public notices
  - e.Other available commentary
  - f.VAT Case Law
- Pulling together briefing papers' where required, on a VAT technical position (for internal discussions) citing references;
- Writing/feeding into marketing content. Assistance updating the website, etc.
- Feed into framework and tender submissions;
- Identify potential opportunities and scope to replicate current work across the existing client base and managing that process;
- Support the senior team in webinars:
  - a.Drafting content
  - b.Presenting small sections (when candidate is ready)
- Approaching the clients and team members for availability, then setting up calls and meetings;
- Filing emails and documents in Workbooks;
- Adding leads;
- Seeking updates from potential clients, for example where we have requested information which has not yet been returned: • Liaising with our admin and support team to prepare internal documentation and client take

on; • Note taking in calls and meetings, and drafting follow ups and requests for information following the call; • Supporting billing by liaising with admin support team with requests to raise fee notes, etc (i.e. following discussions in team meetings, etc). • Drafting quotes/proposals for projects with the support of the wider team, and following up as required; • Organising own workload, prioritising and re-prioritising as required to get urgent work over the line; • Administrative tasks following team meetings, such as: a.Updating leads b.Setting tasks and allocating throughout the team c.Diarising calls/deadlines, etc. They offer full training, hybrid working, parking on site, health care, and pension. You must be able to drive as they are based in a rural location.Unfortunately, due to the high number of applications currently being received, only shortlisted candidates will be contacted. Facebook TwitterGoogle Plus LinkedIn Related Jobs Semi Senior/AAT Qualified Accountant (Ref: J10677) Permanent Tunbridge Wells £30000 - £35000 I am supporting a well-established reputable Tunbridge Wells based Firm of Accountants who are looking to appoint an experienced AAT... Apply For This JobSenior Audit Manager External/Statutory Audit (Ref: J11483) Permanent London £82000 SENIOR EXTERNAL AUDIT MANAGER, STATUTORY AUDIT APPOINTMENT, WITH A DIFFERENCE! – London I am currently supporting a world-renowned organisation who... Apply For This JobGraduate Trainee/VAT Analyst (Ref: J11650) Permanent Edenbridge £24000 An exciting opportunity has come up in the West Kent area for a Graduate Trainee Tax/VAT Analyst to join a...Apply For This JobPart-Time/Full-Time Accounts Assistant (Ref: J11626) Permanent Tunbridge Wells £25000 - £33000 I am supporting a client based in the Tunbridge Wells area who is looking to appoint an Assistant Accountant to... Apply For This JobAudit Senior (Ref: J11560) Permanent Sittingbourne £40000 - £48000 Due to an increasing workload, our client is looking to appoint an Audit Senior to work within their specialist audit... Apply For This JobTax Senior (Ref: J10844) Permanent Tenterden £30000 - £45000Goldhawk Associates are working to support a regional firm of accountants based in Tenterden to appoint a Tax Senior to...Apply For This Job

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