

**Our aim**: *To give job satisfaction, security, reward for effort, provision for ultimate retirement and a sense of pride in belonging to the firm.*

**TAX TRAINEE**

**Purpose of Role** Reporting to one of our Tax Managers you will be assisting with general tax and probate compliance focused mainly on individual, sole traders and partnerships, tax planning and project work.

**Location** Exeter

**Responsibilities**

1. Assisting in the preparation of tax returns;
2. Assisting with client communications in respect of their tax affairs including drafting letters and emails and speaking to clients on the telephone;
3. Assisting in the completion of various tax forms;
4. Preparation of simple accounting statements;
5. Assisting in applications for probate and administration of deceased estates;
6. Any other duties as may be required to ensure the efficient running of the office.

**Knowledge, skills and attributes**

* General understanding of MS Office (i.e. Excel, Word, Outlook);
* Minimum of grade 7 (A) in maths at GCSE level
* Comfortable working with figures, accurate with an understanding of the significance of calculations;
* Strong interpersonal skills and the ability to build rapport quickly with clients and colleagues;
* Self-motivated and able to prioritise workloads and meet deadlines;
* Good written and oral communication skills;
* Analytical and methodical in your approach to work;
* Neat, accurate, enquiring and willing to ask questions when unsure;
* Confident, team player with a commitment to the profession.

**Training**

* One of the main benefits of joining a trainee scheme is that you'll get access to training, without having to pay for it yourself. Getting good qualifications and experience are the best way of making sure that you'll go on to have a successful career in the future.
* In committing to support you through your studies, we will have made the judgement that you are capable of attaining the qualification in a timeframe appropriate to the chosen qualification.  We will review our assessment of this with you at regular intervals.
* We support the following qualifications for this position ATT, CTA.
* It is your responsibility to attend college or residential courses on the days assigned to your course and act in a professional manner at all times.

**To apply, please send your CV and covering letter to jobs@simpkinsedwards.co.uk.**