

# Personal Tax Trainee

## Norwich



### The Role

We are looking for a Personal Tax Trainee to join our dynamic team in our Norwich office. We are offering a fully supported training package towards professional accounting qualifications, and the successful candidate will be studying ATT. This full-time role offers exposure to a wide range of businesses across a varied client base. You will be trained in all aspects of personal tax within our ever-growing personal tax team.

### Key Responsibilities

- Preparation of personal tax returns
- Working with spreadsheets, cloud-based accounting software, client's manual records, bank account statements and automated data entry software
- Plan workload to ensure efficient use of time and resources
- Scanning of documents and working files for archiving
- Answering telephone calls in the office and telephoning clients for information
- Adhoc administration duties associated with the preparation of personal tax returns

### Requirements

- Minimum Grade C/4 in Maths and English
- Desire to learn and succeed in the opportunity given by the role
- Willingness to develop good communication skills and learn how to professionally correspond with colleagues, professionals, and clients
- An inquisitive nature and an aptitude for problem-solving
- Attentive, organised, and able to meet deadlines
- Competent numerical and IT skills



**Any questions?**

Email [careers@astonshaw.co.uk](mailto:careers@astonshaw.co.uk)



## Why Join Us?

We're a forward-looking employer with six offices across Norfolk, Cambridge and Suffolk. We're always looking to grow our business and making sure we have the right people on board is key to our success.

As an Association of Chartered Certified Accountants (ACCA) approved employer, our culture is progressive, proactive and client-focused. As a result, we can offer you a dynamic working environment with many opportunities to develop your skills, qualifications and achieve.

### Benefits

- Competitive Salaries
- Ongoing, Fully-funded Training
- ICAEW Approved Trainer
- Platinum ACCA Approved Employer
- AAT Accredited Employer
- Childcare Vouchers
- Regular Staff Parties
- Subsidised Lunches
- Monthly Staff Lottery
- Dress Down Fridays
- £100 Reward for Client & Employee Referrals
- Ongoing Charity Support
- Social and Sports Activities
- Modern, Open-plan Working Environments
- Equal Opportunities Employer

... And many, many more!

## Apply today

If you'd like to find out more, or if you think you're the right person for us, then please send a CV to [careers@astonshaw.co.uk](mailto:careers@astonshaw.co.uk) or apply via the form on our careers page on our website: [www.astonshaw.co.uk/careers](http://www.astonshaw.co.uk/careers).



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