

# Personal Tax

## Norwich



### The Role

We are looking for a Personal Tax Clerk to join our dynamic team in our Norwich office. This full-time role offers exposure to a wide range of businesses across a varied client base. You will be an integral part within our ever-growing personal tax team.

### Key Responsibilities

- Building relationships and interacting with clients
- Preparing tax returns
- Communicating and corresponding with HMRC
- Communicating with and answering queries from clients
- Assisting with the training and supervision of more junior members of staff
- Preparing other HMRC forms, including tax elections, and amending PAYE tax codes

### Requirements

- The successful candidate will be qualified or part-qualified (AAT, ATT, CTA, ACA or ACCA)
- Experience using software such as quickbooks
- Have experience in personal tax with an understanding of other taxes
- Excellent communication skills
- Good knowledge of Microsoft software
- Organisational skills

# 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
- 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).



**Any questions?**

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