



UHY Ross Brooke  
Chartered Accountants

# ATT Tax Senior Role Profile



Helping you prosper

## Job Summary:

We are seeking a dedicated and detail-oriented ATT Tax Technician to join our firm. The ideal candidate will be ATT-qualified or possess equivalent experience, with a strong focus on personal tax compliance. This role also involves handling trust and estate tax compliance and supporting Senior Management with research for larger projects. Accuracy, professionalism, and commitment to high standards are essential.

## Key Responsibilities

- **Personal Tax Compliance:** Prepare and review personal tax returns, ensuring compliance with UK tax legislation.
- **Trust & Estate Tax Compliance:** Assist with tax compliance for trusts and estates as needed, including tax returns, trust registrations and IHT forms.
- **Capital Gains Tax Compliance:** Prepare and assist with 60-day UK Property Returns.
- **Client Liaison:** Collaborate with clients to gather information, resolve queries, and provide tailored advice on personal tax matters.
- **Senior Management & Office Support:** Conduct research and provide analytical support on larger, complex projects for the Senior Tax Manager. Assist all staff with general tax queries.
- **HMRC Communication:** Manage correspondence with HMRC, including filing returns and resolving inquiries.
- **Continuous Learning:** Keep up to date with changes in UK tax laws and regulations to ensure accurate advice and compliance.

## Skills and Qualifications

### Essential:

- ATT qualification or equivalent experience in tax compliance.
- Strong knowledge of UK personal tax legislation.
- Proficiency in tax software and Microsoft Office Suite.
- High attention to detail and organisational skills.
- Strong written and verbal communication skills.

### Desirable:

- Experience with trust and estate tax compliance.
- Ability to conduct research and analyse information effectively.
- Experience in a private client setting.

## Benefits

- Competitive salary based on qualifications and experience.
- Opportunities for professional development, including further tax qualifications (e.g., CTA).
- Flexible working arrangements, including hybrid options (upon successful probation).
- Supportive and collaborative work environment.
- Pension scheme and other employee benefits.

## Application Process

Interested candidates are invited to submit their resume and a cover letter detailing their interest in the workplace placement to [recruitment@uhy-rossbrooke.com](mailto:recruitment@uhy-rossbrooke.com)

Shortlisted candidates will be contacted for an interview.

We look forward to welcoming a motivated and dedicated individual to our team.

## Want to join our team?

UHY is not just a firm of accountants, a place of work, an employer.

UHY is a team who are trained to help each other prosper. We work hard, we believe in providing our clients with a first-class service, but we understand that for our people to help us achieve this, they need to work in an atmosphere that encourages and rewards success.

Our purpose of 'helping you prosper' forms the basis of our talent pledge and we are committed to developing talent at all levels. Our clients tell us that what makes us truly stand out is the enthusiasm and the passion of our people.

By joining UHY, you will be joining a firm that is:

- Purpose led, driven by a commitment to helping you prosper
- Part of a dynamic network of UK and international offices
- Offering training contracts across the UK, with access to opportunities in audit, tax and advisory
- Looking for colleagues who will contribute to and shape our future

We are interested in you as an individual and will:

- Provide a clear career pathway
- Reward your success
- Offer competitive benefits
- Provide a friendly and sociable work environment and strive to help you achieve a work-life balance
- Support you in every way we can, with high-quality training focusing on both technical areas and soft skills
- Ensure day to day variety, providing opportunities to work with organisations of different sizes, in different sectors, and in different countries

Find out more about UHY Ross Brooke at [www.uhy-rossbrooke.com](http://www.uhy-rossbrooke.com)

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# Ready to act or want to discuss this further?

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