



R&D Executive/Tax Assistant Job Specification

Job Description

The R&D Executive / Tax Assistant will be responsible for the quality control of the tax functions within the **GovGrant** product line. They will progress client enquiries through the technical function of the business to drive the target revenue of the group.

This is an office based role with occasional visits to clients when needed.

Responsibilities

- Review tax claims prior to client acceptance and filing
- Ongoing training and assistance with tax knowledge with the Account Managers
- Ad hoc support to the Analysts on technical and financial queries
- Optimise the claim where possible
- Up to date with relevant legislation and guidelines for the full product suite
- Assist with the content for sales and marketing activities
- Feedback monthly on technical observations with core Questions and Answers to drive continuous technical improvement in the business.
- Record all activities in MS Dynamics

Candidate requirements

- Working towards professional Tax Qualifications
- Understanding and experience of Research and Development tax credits essential
- Understanding of Quality assurance process, to include client visits where appropriate
- Use of standard office database and programmes
- Good telephone manner and handling of incoming & outgoing calls
- Ability to manage priorities accordingly
- Ability to maintain records and filing
- Understanding of the issue of confidentiality and working with confidential information
- Multi-tasking and ability to work under pressure
- Time Management Skills
- Support the tax manager in dealing with client claims

Objectives

- Clear target (40) reviews per month
- Generate 2 potential leads per month from Accountant and client interactions
- Manage colleagues, Analysts, Accountants client queries within 48 hours wherever possible
- Support and contribute to the 80 claim filings per month generating the target group income

Company Values

- Collaborate with the team to drive performance
- Communicate clearly, openly and honestly
- Treat colleagues, clients & external stakeholders with respect and courtesy at all times.
- Adhere to policy and procedures

We are an equal opportunities employer. We invite applicants to contact us and identify any additional support needs you may have during our recruitment process.