

Job description - Tax assistant (PB5)

Job summary

As Tax Assistant, you will assist the Tax Accountant in daily tasks and will be responsible for routine monthly returns. Daily tasks may be of a supportive nature or on an ad-hoc basis.
The role will focus on particular areas of tax such VAT, COS VAT, CIS and IR35.

Key responsibilities & accountabilities

- work closely with the Tax Accountant and assisting in a variety of areas of tax
- You will need to acquire an understanding of Forestry England's commercial/non-business/exempt activities from a VAT perspective and apply this knowledge in differing situations
- work on your own initiative on the task at hand and be able to question anomalies with internal stakeholders
- run the necessary reports from our finance systems as and when required on a timely and monthly basis i.e. to enable the production of the VAT return
- investigate VAT coding errors arising from the transaction reports used for the VAT return which have been reported by the Tax Accountant
- manage the Forestry Commission's Contractor CIS return on a monthly basis by reconciling the CIS accounts and investigating any discrepancies ensuring the CIS monthly return is accurate for the onward submission via the CIS gateway, ensuring all sub-contractors receive their CIS statements on routine and timely basis
- Government Procurement Cards journal production by reviewing and amending transactions accordingly on a timely basis
- ensure transactions coded to the COS VAT codes are correct and comply with COS legislation.
- other compliance nature duties such as maintaining pool vehicle mileage logs and reporting on cases of private use
- maintain and reconcile the Duty Deferment Account on a monthly basis and providing the Tax accountant with the necessary information for import VAT recovery on the monthly VAT return.
- maintain the IR35 Database to ensure continual compliance and ensure periodic reviews happen on a timely basis
- create journals as and when required
- ad-hoc support to the Tax Accountant

And any other tasks reasonably requested by your line manager.

Location-Specific Information (optional)

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Skills, Knowledge & Experience

Technical experience

- competent IT user with experience in MS Office suite of applications.
- experience with financial systems
- a good level of communication skills including writing concise and clear emails to various internal stakeholders

Qualifications

Essential

- the role holder does not require any professional qualifications but there is a requirement to understand Double Entry Bookkeeping