

Tax Administrator

Baker Tilly Mooney Moore is an independent firm of chartered certified accountants and business advisors. Based in Belfast's Clarendon Dock, we provide services to clients throughout Northern Ireland and beyond.

When you choose to work with Baker Tilly Mooney Moore, we value the trust you invest in us. We reward that trust by developing great relationships, that lead to great conversations, that deliver great futures.

Tax Administrator

This is an exciting opportunity to join a growing firm and become a key support to our tax team. Not only will the successful candidate receive a competitive package, there is also a commitment to on going personal development .

Responsibilities for this role will include:

- Client filing and general administration
- Preparation of fees/reports and letters as required
- Responding to client and HMRC queries
- Assisting with analysis, information gathering and basic computations
- Working as an integral member of the team

Essential criteria:

- A minimum of 5 GCSEs (or equivalent) grades A-C, including Maths & English
- Strong IT skills particularly Microsoft Excel, Word & PowerPoint
- Ability to demonstrate excellent attention to detail and accuracy with financial information
- Ability to demonstrate strong team working, interpersonal and communication skills, both verbal and written.
- At least one year working in a professional services environment.

Baker Tilly Mooney Moore reserves the right to enhance the above essential and desirable criteria for the purposes of short listing. Any enhancements will be applied equally to all candidates.

To apply for this position please forward a copy of your CV with a covering letter to:

careers@bakertillymm.co.uk

Baker Tilly Mooney Moore is an equal opportunities employer

Now, for tomorrow