

Group Tax Accountant, London

Job Description



Making a difference



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



We are committed to running our business responsibly

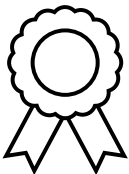
We know what it comes down to - how responsibly we conduct our business is a direct reflection of how responsible we are as people. In other words, only responsible people can run a business responsibly. We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

Group Tax Accountant, Finance

Sitting within the Reporting and Analysis department of Finance, the role is responsible for managing the day-to-day tax compliance and reporting obligations of the Charles Russell Speechlys Group, including UK and international entities across EMEA and North America, together with supporting the Firm's partners tax affairs. The successful candidate will act as a key member of the tax function, working closely with the Senior Group Tax Manager, Financial Controller, Finance Director, Senior Partnership Tax Accountant and external advisers.

We are seeking an experienced tax professional who can assume ownership of established tax compliance and reporting processes. The successful candidate should already possess a strong practical understanding of partnership and partner tax and reserving, as well as corporate and other tax compliance, and is capable of operating independently alongside other members of the Group Tax team. There are c.70 employees in the wider Finance team based across London, Cheltenham, and Hong Kong, and it is divided into four key areas:

- Reporting and Analysis (including Management Accounts, Business Intelligence, Financial Control and Business Partnering teams)
- Financial Systems
- Cash Operations; and
- Revenue, Pricing and Credit Control

Roles and Responsibilities

Partnership Tax

- Preparation and submission of the LLP and corporate tax returns and computations in conjunction with the external tax advisers
- Acting as one of the key contacts for HMRC and other tax authorities, tax advisers and partners' advisers on tax matters
- Preparation of annual partner tax reserving calculations
- Preparation of bi-annual partners' tax payments in conjunction with the firm's tax advisers
- Work closely with the Partnership Accounting team to review partners' tax reserves and input into annual statement process
- Management of relevant partner tax communications, including tax payment updates and follow ups on external adviser communications.

Tax Reporting

- Identify opportunities to improve tax compliance processes, controls and reporting efficiencies
- Assist with any tax audits or VAT investigations
- Develop an understanding of global approach to profit sharing in CRS Group

- Responsible for maintenance of intercompany invoicing
- Work closely with International Management Accountant to ensure tax related matters are dealt with in a timely manner
- Supporting with submission of VAT returns in UK and international locations
- Ensure compliance with UK and international VAT requirements
- Supporting with the coordination of corporate tax compliance requirements across the Firm's international offices, ensuring all filing deadlines are met and appropriate adviser input is obtained
- Oversee annual UK employment tax compliance processes, including PSA, STBV and related reporting obligations, coordinating with payroll, HR, international offices and external advisers, as appropriate
- Manage Tax Residence Certificates requests and similar confirmation letters, including advising colleagues on withholding tax issues
- Completion of withholding tax reclaims

Other areas

- Maintain the Firm's tax risk and governance framework and identify areas requiring process improvement
- Assistance with the firm's cash flow forecasting in relation to tax payments
- Research and analysis of existing and upcoming tax legislation (locally and internationally) to support the Firm's planning and strategy
- Liaison with overseas office partners and external advisers to ensure statutory reporting and compliance obligations are met
- Assist with ad hoc projects as they arise
- Comply with all relevant legal and regulatory obligations including the Solicitors Regulation Authority (SRA) Standards and Regulations, and Principles.

Skills and experience

Essential

- ACA/ACCA qualified with significant tax specialisation
- Minimum 5 years' experience in a tax compliance role
- Experience preparing and reviewing:
 - partnership tax computations
 - partner profit allocations
 - partner tax reserving calculations
 - Basic corporation tax returns
- Experience managing relationships with external tax advisers
- High level of IT literacy with strong Excel skills, including:
 - pivot tables
 - V / XLOOKUP or INDEX & MATCH
 - data analysis

- large dataset management.

Highly desirable

- CTA qualified
- Experience in a law firm, accounting firm or other professional partnership
- Experience of coordinating tax compliance across multiple jurisdictions, either directly or through local advisers
- Experience of international office structures and cross-border tax compliance processes
- Experience preparing and reviewing VAT returns
- Experience of Elite 3E

Person Specification

- Must have a strong understanding of UK partnership taxation, including partner profit allocations and tax reserve calculations and experience supporting partners and their advisers regarding tax payment obligations
- Experience within a large LLP or international professional services partnership is desirable
- The ideal candidate will also have an understanding of the international tax issues impacting a global law firm of our nature
- Analytical skills with detail orientation
- Proven ability to communicate effectively with senior stakeholders, including partners, directors, external advisers and tax authorities
- Ability to challenge, influence and explain technical tax matters to non-tax professionals
- Highly organised, able to meet deadlines and solve problems
- Excellent communication skills (written and oral)

Competencies

- | | |
|--------------------------|------------------------------|
| • Working together | • Integrity and respect |
| • Inclusive | • Personal impact and growth |
| • Driving high standards | • Commercial mindset |
| • Client – centric | • Responsible Business |

Contact

Ifra Ahmed

Senior Talent Acquisition Advisor

Reasonable Adjustments

At Charles Russell Speechlys we are committed to an inclusive and accessible recruitment process, where candidates can perform to the best of their ability at an interview or in a test situation. At any point in the hiring process for this role, if you require a reasonable adjustment or accommodation that might assist you during the application and interview process, please reach out to the above-named contact and they will work with you to understand your requirements. For more information, please see our [Workplace Reasonable Adjustments Statement](#).

Any information you disclose will be kept confidential unless otherwise instructed by you, and will only be used to provide appropriate support to you during our assessment process.

Diversity, Equity & Inclusion

Charles Russell Speechlys is an Equal Opportunities Employer, and we are committed to developing an increasingly diverse, inclusive and supportive culture where everyone can be themselves, feel valued, and that they can thrive and belong. Please see [here](#) for more information on our employee-led DEI Networks

Charles Russell Speechlys is an Equal Opportunities Employer, and we are committed to developing an increasingly diverse, inclusive and supportive culture where everyone can be themselves, feel valued, and that they can thrive and belong. Please see [here](#) for more information on our employee-led DEI Networks.

charlesrussellspeechlys.com