



Tax Trainee

Sevenoaks, UK

Full-time

Office Location: TN13, Kent

About us:

Brebners Chartered Accountants & Business Advisers with more than 90 years' experience, we offer clients dynamic, imaginative solutions to solve their problems in fresh ways. We're recognised as specialist accountants for the entertainment, sports and creative professions but have a wealth of experience across many sectors. We always aim to be the best in our field, by providing a service that is based on a thorough understanding of our clients.

We are a collegiate firm within a friendly and supportive environment. We always aim to provide the best service for our clients by employing the best people. We offer you an opportunity to continue your career and work for a firm that offers stability and knowledge. In addition, you can work alongside experienced professionals who put the client at the heart of everything they do.

We are a team that values diversity, inclusivity, and multi-generational collaboration. Our long-serving staff members reflect the positive work environment we strive to maintain. This is a place where you can take control of your career, contribute to the team, have confidence in yourself, and put forward your ideas.

We support your professional growth and encourage a culture of work-life balance.

The role:

We are looking for a Tax Trainee who will work on a variety of personal tax assignments. Duties will be ensuring our clients' tax affairs are kept timely up to date and compliant. The role will consist of

- Working on a portfolio of personal tax clients and prepare returns.
- Develop tax knowledge through training and study support (ATT/CTA).
- Strong attention to detail, willingness to learn, and good communication skills.

The Tax Team:

You will be a trainee member of our Tax department, working on a variable pool of tax returns. You will be supervised by senior staff, reporting up to Tax Managers and often directly to Partners. Our tax department is currently made up of 5 staff.

Key Responsibilities:

- Assisting with the preparation of personal tax returns
- Gathering, reviewing, and organising client financial information and supporting documentation
- Entering tax data accurately into tax compliance software and spreadsheets
- Carrying out basic income tax computations under supervision
- Supporting senior tax staff with tax planning, reviews, and advisory work
- Conducting research on UK tax legislation and HMRC guidance
- Liaising with clients to request missing information and clarify queries
- Assisting with correspondence to and from HMRC, including queries and submissions
- Monitoring deadlines to ensure tax returns and filings are completed on time
- Maintaining accurate client records and ensuring compliance with firm procedures
- Learning and applying tax principles through on-the-job training
- Studying towards, or looking to study towards relevant professional tax qualifications (e.g. ATT, CTA)
- Adhering to confidentiality, ethical standards, and data protection requirements

The Candidate:

- Excellent communication skills (both written and oral)
- Good analytical and mathematical skills
- Reliability, productivity, and attention to detail
- Knowledge of MS Office particularly Excel

The Employment Benefits:

- Competitive salary
- 23 days holiday plus bank holidays
- Paid time off between Christmas and New Year
- Parking
- Employee Assistance programme
- Client referral scheme
- Employee referral scheme
- Training and development opportunities and exam bonuses
- Cycle to work scheme
- Monthly social events and payday lunches
- Free Eye tests
- Interest free season ticket loan
- Gym membership discounts