



Tax Senior

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 Senior who will work on a variety of personal tax assignments (compliance, advisory and planning). 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 preparing returns.
- Supporting managers and partners with advisory projects and tax planning.
- Maintaining strong client relationships.

The Tax Team:

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

Key Responsibilities:

- Preparing and reviewing personal tax returns and Making Tax Digital (MTD) returns with minimal supervision
- Preparing, reviewing, and submitting P11D, including benefits-in-kind calculations and employer Class 1A NICs, and advising clients on compliance and deadlines
- Handling a portfolio of clients and acting as a day-to-day point of contact
- Producing accurate tax computations (income tax, capital gains)
- Reviewing work prepared by junior members of staff and providing guidance and on-the-job support
- Identifying tax planning opportunities and escalating to partners where appropriate
- Liaising directly with clients to resolve queries and obtain information
- Preparing and responding to HMRC correspondence, enquiries, and disclosures
- Ensuring compliance with UK tax legislation, HMRC deadlines, and internal procedures
- Dealing with advisory assignments and more complex tax matters (inheritance tax, capital gains and non-residents)
- Monitoring workflow and managing deadlines across own client portfolio
- Keeping up to date with changes in tax legislation and best practice
- Using tax compliance software and maintaining accurate client records
- Eagerness to learn and apply the knowledge

The Candidate:

- Minimum of three years' experience in personal tax
- ATT/CTA qualification would be highly desirable
- Excellent communication skills (both written and oral)
- Strong 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
- Hybrid working policy - at least 3 days in the office a week, with a core hours system in place
- Paid time off between Christmas and New Year
- Parking
- Employee Assistance programme
- Client referral scheme

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- 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