



## Assistant Manager – Corporate Tax

### *Role Description & Person Specification*

Goodman Jones LLP is a 12-Partner central London independent firm of chartered accountants. Established in 1934, we are a team of accountants, auditors, tax and business advisers based in Fitzrovia, London. Together with our supporting IT, HR and financial services companies, we provide a full range of compliance, support and advisory services. Our clients include UK owner-managed businesses, UK subsidiaries of large international groups, charities and not-for-profit organisations, and start-up businesses and entrepreneurs across a wide range of sectors.

**Reporting to:** Corporate Tax Partner

**Department:** Corporate Tax

**Working closely with:** Audit & Accounts Team

**Direct reports:** None

**Systems include:** MS Excel, MS Outlook, MS Teams, MS Dynamics, MS Word, APS (billing), CCH

**Hours:** full time

**Location:** Hybrid, 3 days office based, 2 days home based

### Role Purpose

The Assistant Manager is a key technical role within the Corporate Tax offering, supporting the delivery of high-quality corporate tax work across the firm's client base. The role reports to the Corporate Tax Partner and works closely with Audit & Accounts Managers and Partners in relation to client delivery, technical input on engagements and the development of the firm's Corporate Tax offering.

The purpose of the role is to provide specialist corporate tax support across the firm, collaborating with the Audit & Accounts team during engagements, contributing to advisory work alongside the Corporate Tax Partner, and supporting the resolution of complex corporate tax matters.

The role operates within a firm-wide support model rather than independent portfolio ownership, and includes active involvement in audit engagements, client meetings and advisory work. Over time, the role is expected to develop towards increased involvement in advisory delivery and internal technical support.

The role contributes to the firm's mission to ensure our people, our clients and our industry flourish over the long term through high-quality work, thoughtful growth and the development of talent.

### Role Responsibilities

#### **Audit Team Collaboration**

- Collaborating with the Audit and Accounts team, acting as the team's corporate tax specialist on the ground.
- Work alongside the Audit & Accounts team throughout the audit lifecycle, providing corporate tax input from planning through to completion
- Take responsibility for corporate tax work within audit engagements, preparing and reviewing corporation tax computations, disclosures and tax-sensitive areas of accounts, working alongside audit teams on-site where required
- Attend client meetings alongside the audit team, contributing corporate tax insight and representing the firm's tax view directly to clients
- Act as the day-to-day point of contact for the audit team on corporate tax queries, working with the Corporate Tax Partner on more complex matters
- Contribute to audit planning meetings, identifying tax-sensitive areas early and helping shape engagement scoping
- Support the review of PFI accounts, ensuring tax implications are appropriately reflected
- Help develop the audit team's corporate tax awareness through informal coaching and contributing to structured training where appropriate



## Corporate Tax Advisory Support

- Alongside audit-led work, the role contributes to corporate tax advisory work across the firm's client base, working directly with the Corporate Tax Partner.
- Work alongside the Corporate Tax Partner on advisory engagements, contributing to technical research, analysis and the preparation of recommendations for clients
- Support engagement with corporate groups on structuring, financing and tax risk matters
- Contribute to client conversations around corporate tax reporting requirements and risk areas
- Take on increasing involvement in advisory work over time as experience and confidence grow

## Corporate Tax Advisory & Planning: Areas of advisory work include:

- Loss utilisation and group relief
- Capital allowances, including full expensing and AIA
- Capital gains and Substantial Shareholding Exemption (SSE)

## Corporate Structuring & Transactions

- Support advisory work on group restructures, reorganisations and demergers
- Contribute to due diligence and tax analysis on acquisitions and disposals
- Support work on Management Buyouts (MBOs) and Employee Ownership Trusts (EOTs)
- Assist with advisory work relating to the intangibles regime

## Specific Tax Compliance & Complexities

- Support work on Corporate Interest Restriction (CIR)
- Contribute to client readiness for Making Tax Digital for Corporation Tax
- Assist with HMRC enquiries, disclosures and tax risk matters

## International Tax

- Support work on Controlled Foreign Companies (CFC)
- Assist with double tax relief and treaty claims
- Contribute to analysis of Permanent Establishment (PE) issues

## HMRC Engagement & Tax Governance

- Support work on Senior Accounting Officer (SAO) requirements
- Contribute to tax strategy and governance work
- Assist with HMRC correspondence and dispute resolution

## Tax Risk Management

- Support tax risk assessments and the identification of potential tax risks within client work
- Contribute to the development of mitigation strategies, working with the Corporate Tax Partner on more complex matters
- Assist with HMRC enquiries and voluntary disclosures

## Process Improvement, Delivery & Training

- Record time accurately across engagements
- Contribute to effective delivery of work within agreed timelines and budgets
- Contribute to improving efficiency in corporate tax processes
- Support delivery of internal training where appropriate
- Maintain awareness of technical developments and changes

## Future Development & Growth

- Develop technical depth and confidence in corporate tax advisory
- Take on increasing responsibility for advisory work over time
- Contribute to the development of the Corporate Tax offering



## Person Specification

### Essential Criteria

**Qualifications:** CTA qualified with experience gained in a dedicated corporate tax function.

### Experience

- Solid experience operating within a corporate tax team in practice, working across a range of corporate tax matters for a varied client base.
- Experience gained within a professional services practice environment, with exposure to UK groups, owner-managed businesses, international structures or similarly complex corporate clients.
- Exposure to corporate tax advisory work, either as part of a compliance-led role or within a dedicated advisory team.
- Experience contributing to technical research and supporting the preparation of advisory deliverables for clients.

**Technical Knowledge:** Strong working knowledge of corporate tax compliance and the technical areas underpinning advisory work, including:

- Loss utilisation, group relief and the carried-forward loss rules
- Capital allowances, full expensing and the Annual Investment Allowance
- Capital gains and Substantial Shareholding Exemption (SSE)
- Corporate Interest Restriction (CIR)
- Group structures, restructuring and reorganisations
- Basic international tax concepts including CFC, Permanent Establishment and double tax relief

### Audit & Financial Reporting Interaction

- Strong understanding of how corporate tax interacts with financial statements, with experience supporting audit teams or reviewing tax-sensitive areas of accounts.
- Comfortable working in a cross-functional environment alongside audit colleagues, providing clear and timely tax input.

### Compliance & Delivery Capability

- Proven ability to prepare corporate tax computations and disclosures accurately, identifying compliance risks and ensuring work meets technical and regulatory standards.
- Experience managing workload across multiple engagements with competing deadlines.

### Client Communication

- Experience contributing to client meetings and managing client queries within engagements.
- Comfortable working alongside more senior colleagues in client-facing situations.

### Commercial & Delivery Awareness

- Experience working within a time-recorded professional services environment.
- Understanding of how work is delivered within agreed budgets and timelines.
- Awareness of the commercial context of professional services work.

### Review & Team Support

- Some experience supporting the development of others and providing technical guidance.
- Experience responding to technical queries from colleagues and escalating appropriately when matters require senior input.

### Systems & Tools

- Confident using tools such as CCH, MS Excel, Microsoft 365 (Outlook, Teams, Word) and HMRC online services.
- Comfortable working within structured digital workflows and document management systems.



**Communication:** Clear and professional written and verbal communication skills, with the ability to explain technical tax matters in accessible terms to clients and colleagues, and to raise issues appropriately with senior team members.

**Organisation:** Strong organisational skills, with the ability to manage multiple deadlines, competing priorities and varied workloads within a professional services environment.

**Attention to Detail:** High level of accuracy, professional scepticism and attention to detail across all corporate tax outputs.

## Desirable Criteria

- Dual qualification (CTA with ACA or ACCA).
- Corporate Tax experience gained within a mid-sized professional services firm.
- Exposure to Private Finance Initiatives (PFI) and pension buy-ins.
- Experience working alongside audit teams in a cross-functional environment.
- Exposure to tax-related aspects of M&A transactions, MBOs or EOTs.
- Experience contributing to internal training, mentoring or technical-improvement initiatives.

## Behavioural Expectations & Competency Framework

### Technical Excellence & Professional Judgement

- Delivers accurate, high-quality corporate tax work, applying sound technical judgement and attention to detail.
- Maintains awareness of the distinction between routine compliance and advisory work, recognising when matters require senior input or higher-level technical review.
- Approaches technical questions with curiosity, working through the underlying mechanics rather than relying on rote answers.
- Produces work that is well-structured, clearly evidenced and appropriate to its audience, whether that is the audit team, a client, or the Corporate Tax Partner.
- Identifies potential tax risks within work and raises these appropriately and promptly.
- Keeps technical knowledge up to date through CPD, reading and the practical application of learning.

### Client Focus & Professionalism

- Acts as a professional and credible presence in client meetings and interactions.
- Communicates clearly and adapts style to suit the audience, explaining technical matters in accessible terms.
- Manages client expectations effectively and raises issues early where risks, delays or changes in scope arise.
- Handles client queries with discretion, professionalism and confidence.
- Builds client confidence over time through consistent, high-quality delivery.
- Recognises that the client experience underpins the firm's reputation and conducts themselves accordingly.

### Ownership, Accountability & Delivery

- Takes ownership of allocated work and follows matters through to completion without loss of momentum.
- Plans work effectively to meet deadlines and manage competing priorities across multiple engagements.
- Proactively progresses work and resolves routine issues, escalating more complex matters appropriately.
- Reviews own outputs carefully before passing for senior review, taking responsibility for the quality of work submitted.
- Records time accurately and contributes to effective delivery of work within time and budget expectations.
- Demonstrates resilience under deadline pressure and a willingness to step in where needed.

### Collaboration & Cross-Functional Working

- Works effectively with the Audit & Accounts team during engagements, contributing positively to shared client delivery.
- Builds strong working relationships with Audit & Accounts Managers and Partners and colleagues across the firm.



- Contributes constructively to audit planning meetings, internal technical discussions and client conversations.
- Shares knowledge generously, supporting colleagues in understanding corporate tax considerations relevant to their work.
- Engages openly with feedback and differing technical perspectives.
- Recognises that strong cross-team collaboration is central to how the firm delivers for clients.

## Learning, Development & Technical Growth

- Demonstrates genuine curiosity and a commitment to developing corporate tax expertise over time.
- Open to receiving feedback on own work and actively applies learning to improve performance.
- Takes ownership of personal development, particularly in growing advisory capability under the guidance of the Corporate Tax Partner.
- Identifies gaps in own knowledge and seeks out opportunities to address these, whether through reading, CPD, or stretch work.
- Maintains professional competence in line with regulatory requirements.
- Supports the development of others where appropriate, particularly in helping audit colleagues build corporate tax awareness.

## Digital Confidence

- Uses firm systems and confidently and consistently to support accurate, efficient delivery.
- Works comfortably within digital workflows and document management systems.
- Maintains accurate, organised records and follows established processes and quality standards.
- Identifies opportunities to improve efficiency, quality or ways of working within the corporate tax function.
- Adapts positively to changes in systems, processes and technology.

## Ethical Conduct & Professional Standards

- Acts with integrity, discretion and professionalism at all times.
- Maintains confidentiality and complies with professional, regulatory and firm standards.
- Handles sensitive client information appropriately and in line with data protection and confidentiality obligations.
- Recognises the public-interest dimension of professional services work and conducts themselves accordingly.
- Upholds Goodman Jones LLP values in all interactions.

## Decision-Making Scope

- Day-to-day decision-making within own work and delegated tasks, working with a good degree of independence on routine corporate tax matters.
- Escalates complex, higher-risk or advisory-led matters to the Corporate Tax Partner for senior input or review.
- Recognises the boundaries of own authority and seeks guidance where appropriate.

## Internal & External Stakeholders

**Internal:** Corporate Tax Partner, Audit & Accounts team, wider Tax team, People Team, Marketing, Business Support, Finance Team, IT.

**External:** Clients, HMRC, advisers and intermediaries.

*This role description is intended to outline the general duties and responsibilities of the position. It is not exhaustive and may be subject to changes and additional responsibilities as required by the needs of the organisation.*