

Tax Advisor – Full/Part time/job share

We are seeking a telephone tax advisor providing advice on a variety of issues in line with agreed service level agreements and KPI's to partnership and affinity group clients. The role includes providing telephone tax advice and an email support service for accountants.

Ideally, CTA or ATT qualification or have experience as a tax advisor or in a professional firm, have good working knowledge along with a strong technical background of advising on tax issues relating to income tax, self-assessment, corporation tax, inheritance tax, SDLT amongst others. If you have experience in some but not all these, we would still be interested to meet with you.

Key Responsibilities and some of the desired experience:

- As an advisor you will be the first point of contact for our clients, providing them with telephone advice on a range of taxation matters
- You will have ability to advise clients on tax issues
- Your technical expertise is crucial; as is the ability to offer customer focused, pragmatic advice to assist our varied client base, maintaining utmost confidentiality
- The ability to disseminate information from the client to form a clear view and exhibit commercial awareness while thinking on your feet is crucial
- Work effectively with the wider consultancy, advice line and business development teams to support consistent delivery to clients, ensuring continuity of advice and practical support for more complex/involved client support issues where required
- Draft topical articles for publication on our website and other social media platforms
- Tact, diplomacy, excellent oral and written skills are essential, as is a positive attitude

What We Offer

- Competitive salary and commission structure, salary range dependant on experience
- Home working arrangements/flexible work arrangements/part time/job share
- Access to CPD and professional development support
- A supportive, intellectually curious team culture

February 2026