

## **The Company – Exchange Accountants Limited**

Exchange Accountancy are based close to Lisburn City Centre and are Northern Ireland's leading cloud-based Accountancy Practice having been the first locally based practice to have achieved Xero Gold Partner Status. Xero is the global leading cloud accounting platform.

Working in the cloud allows us to work more closely with our clients, providing them with pro-active business and tax advice based on up-date and accurate financial information all delivered with a personal touch.

We are building an A+ team and we only want the best people in that team. It is important that each person in our team has input and that input makes a difference.

## **The Position**

We are currently recruiting for a **Tax Technician** and the typical day to day duties would involve

- Prepare information requests for clients.
- Prepare personal, corporate, partnership and information tax returns.
- Prepare supporting documents and working papers
- Collate and e-file submissions of tax returns
- Prepare Income and Expenditure statements and rental accounts
- Verify tax assessments
- Research general tax issues
- Interact with tax authorities
- Develop direct contacts with clients
- Provide clients with quality, timely and responsive services and work products

## **The Person**

The successful candidate will be required to fulfil the following essential criteria;

- Have at least two years previous related personal tax experience in a similar size practice
- Proficiency in use of Tax software and Microsoft Office applications
- Excellent organization skills and attention to detail
- Have excellent communication and presentation skills
- A commitment to learning and using our tax technology and processes.
- The ability to effectively manage multiple tasks in a fast paced and high volume environment with keen attention to client needs
- The ability to manage time spent against budget, and work alongside team members to ensure the timely completion of work
- The ability to be proactive, use own initiative, and work independently, as well as part of the team
- The ability to demonstrate sound judgment regarding confidential and sensitive matters
- The flexibility to work additional hours during busy times

## We are offering

- A competitive basic salary (**£21,000 to £24,000**) tailored to attract the best person
- Potential for performance-based bonuses.
- Access to a company pension scheme
- Flexible working arrangements for the right candidate

## To apply.

Please email your CV to [info@exchangeaccountants.com](mailto:info@exchangeaccountants.com).

***Exchange Accountants Limited is an equal opportunity employer.***



Exchange Accountants Limited  
Chartered Certified Accountants

Oakmont House  
2 Queens Road  
Lisburn  
BT27 4TZ

T 028 9263 4135

W [www.exchangeaccountants.com](http://www.exchangeaccountants.com)  
E [info@exchangeaccountants.com](mailto:info@exchangeaccountants.com)

