



Profile for the position of Tax Manager / Qualified Accountant Sheltons Accountants UK (based in London SW1)

Sheltons Accountants – Accountants & Business Advisers to internationally operating businesses

■ Position

- Tax Manager / Qualified Accountant
- Up to GBP 60,000 package
- Reporting to the Director

■ When and where

- Commencement – ASAP
- London SW1 (near London Victoria)

■ Role

The initial duties would be along these lines:

- Providing UK-related tax services to (smaller) internationally operating businesses
- Covering corporate and personal tax advice as well as some VAT advice
- Providing UK-related international tax advice, initially to inbound investors but later to UK-based business expanding abroad
- Reviewing tax returns
- Some general client management
- General duties as may be required, bearing in mind we are a small office, at least in the short term

Once you feel comfortable in the role you would also be involved in the following:

- Assistance with recruiting tax staff
- Supervising staff
- Monitoring productivity
- Client invoicing and collections
- Providing fee estimates and quotes to potential and existing clients
- Business development - initially exploiting our existing data-base and contacts and following up on leads generated by others, but at the same time making a start with regards to developing your own network

■ Professional characteristics

■ It is essential that you:

- are a UK qualified accountant or tax adviser
- have experience with all of the types of work listed under 'Role'
- have at least six years recent experience in an advisory capacity with a UK professional services firm
- are an experienced tax senior or above
- are currently working in the tax advisory field
- have excellent IT skills
- are able to command the respect of clients (especially UK and other Western European based clients) with your knowledge of areas of business, economics and politics relevant to the UK

■ An advantage if:

- you speak another major language
- you have lived in another country

■ Personal characteristics

- You are ambitious, self-motivated, energetic
- You enjoy travel and have no problems travelling abroad subject to coronavirus related complications
- You are healthy, social, team-minded and outgoing

■ About Sheltons

- We have offices in Sydney, Copenhagen (since 1995), Malta, London – and soon Milan and other countries
- You would be working mainly with clients of Sheltons Accountants UK (Sheltons UK)
- Sheltons UK, part of Sheltons Group, works exclusively with foreign businesses coming into the UK, mostly from Western countries
- All clients of Sheltons are internationally operating
- We cover a wide range of areas for our niche target group
- Sheltons is an accounting and business advisory firm but is very strong in the area of international tax consulting; we also run courses around the world on international tax for tax advisers and in-house tax staff of MNCs
- Sheltons Group is completely independent - with no formal links to any network of accounting, legal or other firms
- Sheltons UK is located in modern, stylish, recently renovated offices in the Victoria (SW1) area of London
- See www.SheltonsGroup.com

■ What we offer

- Genuine opportunities for rapid advancement – and expansion of your areas of expertise
- An exciting position with an intimate, dynamic, globally orientated firm
- Clear opportunities for diverse experiences including taking a strong leadership role
- An opportunity to significantly develop your professional skills and network
- A very international environment including some overseas travel meeting clients, government organisations and other sources of new clients
- Close interaction with colleagues in offices abroad
- Daily interaction with the overseas head office of our clients

Contact and applications

If this role sounds like you, please submit your cover letter and CV to Ned Sheltons EA:

Ms Lucy Beard at L.Beard@SheltonsGroup.com

Detailed CVs and are very welcome; we also like to hear about your interests and hobbies and your non-work achievements.

Our London location



What we offer the candidate for the position of 'Tax Manager' at Sheltons Accountants (London, United Kingdom)

- Interaction with people and businesses from many countries
 - Sheltons Accountants UK work exclusively with foreign businesses
 - These are SMEs (and sometimes larger) from many countries, in particular from Australia, North America (especially the US) and Western Europe, investing in the UK
 - All our clients plan to do or are already doing business in or with the United Kingdom and range from those with substantial operating subsidiaries in the UK to those merely exporting or with just a single employee in the UK
 - Our clients operate in a wide range of business sectors
 - You will also liaise with existing colleagues in various countries – and be involved in setting up offices in other countries

- Variety of work – and choices
 - To begin with, you will be exposed to a substantial variety of work
 - You will interact with colleagues, suppliers and others based in several countries
 - Sheltons is a growing firm, with new clients and enquiries coming in every day
 - We plan to open offices in several larger countries in the near future
 - You would have the opportunity to grow rapidly with the firm
 - You would have the opportunity of working in one of our offices abroad

- An opportunity to significantly develop – and to develop many skills
 - You would not only be able to cultivate your current skills, but we would assist you in developing new skills
 - We would actively assist in your development – with your work management, managerial skills, IT skills, etc
 - We are always very keen to assist our colleagues with external training

- A very international environment including some international travel
 - You would regularly work with your colleagues in our other offices
 - We expect to open at least 3-4 new offices in other countries in the next 2-3 years
 - Not only does the local office work as a team but the group works as a team and people from one office assist other offices in other countries

- A position in a friendly team
 - Sheltons is a small but growing firm with a very professional but friendly working environment
 - As you develop, we would expect you to have a growing influence on managerial aspects of the office
 - You would join a well-functioning and pleasant team of colleagues - and you would be expected to make every effort to maintain that status

- A work location in modern offices in a central location (SW1)
 - Central. Our London office is located in SW1, in central London – next to St James Park, Buckingham Palace and Westminster, as well as a close walk to Victoria Station with access to over ground train services.
 - Modern. The London offices are newly established (in 2017); and have modern facilities.
 - Comfortable. We offer a very comfortable and ergonomically thoughtful working environment.
 - Lunch. Each Friday Sheltons cover lunch for all employees, the idea being to eat together outside the office.