



## **Profile for the position of Senior Manager – Corporate Tax/Business Services Sheltons Accountants UK (based in London SW1)**

Sheltons Accountants – Accountants & Business Advisers to internationally operating businesses

### ■ Position

- Senior Manager – Corporate Tax/Business Services
- Reporting to the Director

### ■ When and where

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

### ■ Role

The initial duties would be along these lines:

- Generally managing the clients (mainly business services clients)
- Providing UK-related tax services to internationally operating businesses
- Covering corporate and personal tax advice as well as some VAT advice
- Providing UK-related international tax advice, to inbound investors and to UK-based businesses expanding abroad
- Reviewing tax returns
- Generally running the office and attending to duties as may be required, bearing in mind we are a small office - at least for now

Once you have settled in you would also be involved in the following:

- Assistance with recruiting tax and business services staff
- Supervising staff
- Monitoring productivity
- Client invoicing and collections
- Providing fee estimates and quotes to potential and existing clients
- Business development – participation in presentations via webinars, 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 (or expanding) your own network

## ■ Professional characteristics

### ■ It is essential that you:

- are a UK qualified accountant or an accountant who is a qualified tax adviser
- have at least some experience with all of the types of work listed under 'Role'
- have at least seven years' recent experience in an advisory capacity with a UK professional services firm
- have had at least three years recent significant tax advisory experience
- 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 and clients from North America and Australia) 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 New York
- 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, and soon with UK-based businesses expanding overseas
- All clients in all Sheltons offices are internationally operating
- We provide a wide range of services for this 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 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](http://www.SheltonsGroup.com)

## ■ What we offer

- Genuine opportunities for rapid advancement – and expansion of your areas of expertise
- Opportunity, in the very short-term, to become the 'Country Manager' / 'Office Head' / 'Partner in Charge' – for Sheltons Accountants UK
- An exciting position with a dynamic, globally orientated firm that accepts completely that staff are more important than clients
- An opportunity to significantly develop your professional skills and network
- Opportunities to work abroad

- A very international environment including some overseas travel - meeting clients, potential clients, referrers of business, government organisations, colleagues in other offices
- Close interaction with colleagues in offices abroad
- Daily interaction with the overseas head office of clients with UK subsidiaries

## Contact and applications

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

Ms Lucy Beard at [L.Beard@SheltonsGroup.com](mailto: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**  
**Senior Manager – Corporate Tax/Business Services**  
**Sheltons Accountants UK**  
**(based in London SW1)**

- Interaction with people and businesses from many countries
  - Sheltons Accountants UK works exclusively with internationally operating businesses
  - Including overseas-based business with UK subsidiaries – and UK businesses with operations (or expanding) abroad
  - The overseas-based business 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 overseas-based 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 general 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 yet friendly working environment

- We would expect you to join the Sheltons Group Management Team in the very near future
- 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 were recently completely renovated and have the facilities that are not only modern but designed with the social and personal preferences of employees in mind.
- 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.

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