



Profile for the position of Tax & Business Services Manager with Sheltons Accountants – London, UK

We are seeking a Tax & Business Services Manager to join our team in London.

You will be working with a small team in modern offices in London Victoria, in a very international environment.

We at Sheltons Accountants & Business Advisers (Sheltons Group) work exclusively with internationally operating businesses.

Sheltons Group is a well-established 25-year-old firm with offices in Sydney, Copenhagen, Malta, London and Singapore - and soon other countries.

You will be part of a stimulating environment and work closely with a great team of wonderful colleagues from other Sheltons' offices.

■ **Position**

- Tax & Business Services Manager

■ **When and where**

- Commencement – ASAP
- London Victoria, SW1

■ **Salary**

- Very competitive
- Limited profit share available after a short employment period and progression to partnership for the right person

■ **You and your qualifications**

- At least 7 years relevant experience
- Strong technical and analytical skills, with a commercial and strategic approach to tax issues
- Excellent interpersonal and communication skills, with a focus on collaboration and client service
- High level of self-motivation, a proactive mindset, and strong organisational abilities
- A commitment to continuous professional development—for both yourself and the team
- Understanding of ethical and risk considerations in a client-facing environment

- A recognised professional qualification (e.g., CTA, CA, ACA, ACCA) or an academic background in economics, finance, law, accounting, or a related field

It would be an advantage if you:

- Have knowledge of another major language
- Have lived abroad

■ **Language**

Your English language skills need to be at the native level - and preferably above the average level of a native English speaker, both spoken and written.

■ **The role**

As a Manager, you will play a critical role in the successful delivery of client engagements and the ongoing development of the team. Your responsibilities will include:

- Providing high-quality tax advice across a range of tax topics
- Building and maintaining trusted client relationships, acting as a primary point of contact and delivering high levels of service
- Identifying and managing risks while applying sound commercial judgement
- Coaching, mentoring, and developing junior team members, including providing training and on-the-job feedback
- Preparing high-quality deliverables, documentation, and reporting for management
- Supporting business development initiatives by identifying opportunities with existing clients and contributing to new client pitches
- Engaging in thought leadership, keeping up to date with tax developments, and contributing to the continuous improvement of service offerings

■ **You will report to ...**

To the Managing Director (Ned Shelton).

■ **What we offer**

The position would suit an experienced and outgoing person interested in variety, learning and developing - and working in an international environment.

- A very comfortable working environment in London offices.
- A pleasant office culture and atmosphere.
- An exciting position with a small but dynamic, professional and internationally oriented firm.
- An opportunity to develop your existing skills and obtain new skills.
- A very international environment.

About Sheltons Accountants (London) and Sheltons Group

Sheltons Accountants (London) is part of Sheltons Group. We currently specialise in working with foreign businesses coming into the United Kingdom, mostly from Western countries. We cover a wide range of areas for our niche target group.

Sheltons Group is an accounting and business advisory firm (including a small Australian law 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 an owner-managed firm. We have offices in Sydney, Copenhagen (since 1995), Singapore, Malta, London and Singapore – and soon other countries.

Applications and contact

Please submit your applications ASAP. Detailed CVs and are very welcome. We also like to hear about your interests and hobbies and your non-work achievements. Please include a covering letter explaining why you are interested in the role and why you satisfy the essential qualifications.

Contact: Please email your application to Lucy Beard at L.Beard@SheltonsGroup.com and cc Ned Shelton at N.Shelton@SheltonsGroup.com

Appendix – what we offer

What we offer the candidate for the position of Tax & Business Services Manager – part time at Sheltons Accountants (London, United Kingdom)

- Interaction with people and businesses from many countries
 - Sheltons Accountants work exclusively with internationally operating businesses
 - These are SMEs (and sometimes larger) from many countries, in particular from United Kingdom, North America (especially the US) and Western Europe
 - 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 United Kingdom to those merely exporting or with just a single employee in the United Kingdom
 - Some clients are individuals, but always with international interests, such as UK residents with real estate abroad
 - Our clients operate in a wide range of business sectors
 - You will also liaise with colleagues in various countries
- Variety of work – and choices
 - To begin with, you will be exposed to a substantial variety of work
 - You will interact with colleagues based in several countries
- 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 – including your managerial skills, IT skills, etc
 - We are always very keen to assist our colleagues with external training
- Close interaction with colleagues in offices abroad

- Sheltons is a small but growing firm with a very professional but friendly working environment
- We all work as a team and assist our colleagues when required on a daily basis
- Not only does the local office work as a team but the group works as a team and when required people from one office assist other offices in other countries.

■ A work location in modern offices in a central location (London, SW1)

- Central. Our London office is located in the SW1 area – a close walk to London Victoria Station.
- Modern. The London offices are newly established and have modern facilities.
- Comfortable. We offer a very comfortable and ergonomically thoughtful working environment.
- Lunch. Each Friday Sheltons covers lunch for all employees, the idea being to eat together outside the office.