

Tax Junior - Apprentice

Based: Central London

Reports to: Tax Manager - People

Group Overview: We are a leading management and professional services company based out of the UK and US, YM&U provides a portfolio of services to a wide range of clients consisting of leaders in entertainment, film, music, radio, television and sport, including athletes, authors, digital influencers, media rights holders, musicians, producers, TV personalities and voiceover artists.

Working for the YM&U Business Management Team we provide accountancy services covering tax, accounts preparation and royalty payment examinations for our wide variety of clients in the music, sport and entertainment industries.

Job Purpose: The Tax Junior supports Tax and Accounting teams in client's tax preparation.

Key Responsibilities:

- Assist in the preparation and submission of personal, partnership and corporation tax returns for clients in the Manchester and London offices
- Assist in the general administration of the tax department in terms of registering clients for Self-Assessment through HMRC, engagement letters, etc
- Assisting with HMRC enquiries including researching and preparing relevant paperwork where appropriate
- Tax administration including filing, scanning and updating IT system

Person Specification:

Essential Requirements

- Computer literate
- Strong analytical and numeric skills
- Strong written and verbal communication skills
- Proactive and positive attitude
- Previous experience in an office environment highly regarded

