THE ONLY GRADUATE CAREER GUIDE TO

THE TAX PROFESSION

2015/16
20TH EDITION

WHAT’S INSIDE
Everything you need to know about the profession
Comprehensive directory of graduate recruiters from page 59

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Welcome to the Inside Careers Guide to the Tax Profession. The aim of this guide is to provide you with all the information you need to launch your career in tax and begin your training as a Chartered Tax Adviser (CTA).

When choosing a career, taxation may not be the first thing that springs to mind. Yet it offers many of the things people are looking for in a varied, fulfilling and rewarding career. Tax can be challenging (even though it is not supposed to be ‘taxing’), and a tax professional can have many opportunities for career progression and personal development.

Tax, as Benjamin Franklin noted, is one of the perpetual certainties of life. None of us can claim to be totally unaffected by taxation: much of what we buy is subject to VAT, and much of what we earn will be charged to Income Tax. The world of tax is wider even than that: if we sell an asset for more than we paid for it, we may be subject to Capital Gains Tax, anything we inherit may have been subject to Inheritance Tax, and we may be entitled to Tax Credits. Businesses will have to confront taxes ranging from Corporation Tax on their profits, via PAYE and NIC on the wages they pay their employees and VAT on their sales, to such exotica as Landfill Tax, Insurance Premium Tax and Climate Change Levy, depending on the nature of their trade.

Nor does tax remain static – every year sees at least one Budget and its associated Finance Act and the decisions of the courts provide frequent new interpretations of tax law. These constant changes mean that there will always be fresh challenges to face. Individuals, partnerships and companies all need competent professional assistance in fulfilling their obligations under tax law, and members of the Association of Taxation Technicians are among those who provide that help.

Whatever direction in taxation you choose, you will find yourself as part of a profession that is challenging and demanding but at the same time very rewarding. We wish you the best of luck and every success in your future career.
THE PROFESSION

A CAREER IN TAX

Historically, tax trainees come from a wide variety of backgrounds, but modern recruitment practices allow for young people to join the profession directly. In this article, we take a look at what pursuing a tax career would mean for you in the immediate future.

How do I know if taxation would be a good career for me?

Taxation is an excellent career for the academically-minded. It requires a high level of attention to detail, good English and maths skills and the ability to communicate. Although many people assume that it is a ‘maths job’, actually the vast majority of work is law based. Therefore, if you have an interest in maths and law then this is the job for you.

What sorts of things do tax advisers do?

There are six major types of tax and most advisers specialise in only one. Depending on the specialisation, the job will differ greatly. Generally speaking, most advisers are either corporation tax specialists (people who deal with company taxes) or personal tax specialists (people who deal with people). There are also specialists in VAT, Inheritance Tax, Stamp Duties and Capital Gains Tax. Most advisers have at least a basic knowledge of all the main taxes.

A typical personal tax adviser will complete tax returns for their clients each year as well as dealing with ad hoc queries on things like PAYE codes, National Insurance contributions, tax when you sell a property, things like PAYE codes, National Insurance contributions, tax when you sell a property, etc. There is also a lot of administrative work involved in their marketing activities so as basic return preparation, filing and other administrative duties before they let you loose on their clients. For the first couple of years, be prepared for a lot of studying while you get to grips with the law.

Tax law is continually evolving, so part of a tax adviser’s job is to keep up-to-date with the latest changes so that they can properly advise their clients.

Initially the learning curve can be quite steep because of the amount of information to take in. However, most companies balance this by first assigning you simple tasks such as basic return preparation, filing and other administrative duties before they let you loose on their clients. For the first couple of years, be prepared for a lot of studying while you get to grips with the law.

Where do tax advisers work?

You can find tax advisers working in the following places:
- An accountancy/financial services practice
- A specialised tax advice company
- ‘In-house’ at a large company outside of the financial services industry
- At home for themselves.

Where do I start?

Firstly it is very helpful to have achieved good grades in school and/or university. GCSE and A level results are important and a degree is not strictly necessary for a taxation career, it is useful, especially if you wish to work for a big company. Good grades in irrelevant subjects are better than bad grades in relevant subjects.

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AREAS OF WORK IN TAX

With many different points of entry for graduates, it’s important to look beyond qualifying to effectively plan your way to the top. But where should you start? This article looks at all of the different areas of tax you could work in, helping you to assess your options and decide where to specialise in tax.

Where should I specialise?
Regardless of whether you start your tax career with an accountancy firm, legal practice or in-house, the area that you specialise in is a decision you will eventually have to make. Each area offers different benefits and opportunities for your career.

Corporate tax
Corporate tax differs depending on whether you choose a path in commerce and industry or financial services:

COMMERCE & INDUSTRY
A tax career within commerce and industry provides an opportunity to grow commercially and can eventually lead to participation in significant business decisions. You can gain greater familiarity with wider tax issues alongside in-depth knowledge of the role that you are involved in.

Companies in this sector can range from retailers to software companies, oil and gas organisations through to manufacturers and from pharmaceuticals to property companies.

FINANCIAL SERVICES
Opportunities in financial services are plentiful for newly qualified tax professionals, as Heads of Tax seek support for increased transactional activity and to manage reputational risk. Furthermore, when more senior opportunities arise the trend is to promote internally, which once again creates the need for newly qualified tax professionals to backfill the positions that have been vacated. Working for such an institution provides the invaluable opportunity to gain an in-depth understanding of the full range of financial services and products such as banking, insurance and investment management sectors and to understand their relation to tax.

Private client services
Private client services involve working with individuals to help them with their tax affairs, helping them to comply with tax regulations and manage their finances efficiently. Working within private client services opens up careers in diverse sectors within tax, such as non-domiciled individuals, private equity and entrepreneurial services. Opportunities in these sectors exist within smaller boutique firms and family offices, where more autonomy and responsibility for a specific area of tax falls to fewer people. To read more about personal tax go to page 42.

Transfer pricing
Transfer pricing refers to the setting of prices between related companies (for example a parent company and its subsidiary) for goods or services. Transfer pricing has become a topical area within tax due to the proliferation of legislation in an ever increasing number of countries around the world.

Globalisation has led to increased international trade and cross-border transactions, and transfer pricing is an area of considerable focus in today’s economic climate across both commerce and industry and financial services. Being a cross-border transferable skill, transfer pricing offers a good route into an international tax career.

Indirect tax
Indirect tax is tax made on goods or services as opposed to people or organisations, such as VAT. Taxation specialists with expertise in indirect tax are very much in demand due to the increasing volume of cross-border trade, the importance of cash flow within organisations and the increasing sophistication of tax regimes in many countries around the world.

There is a lot of variety and diversity to be found when working in tax, the ‘workplace’ could be almost anywhere!

People services
People Services Tax provides both variety and the opportunity to specialise in a single element of taxation.

Opportunities within people services in expatriate tax, international assignments and global mobility have increased due to the number of individuals choosing to work, live or retire abroad.

Ultimately, tax has many opportunities to offer graduates, with clear progression in a stable industry – one of the certainties in life are taxes! High calibre graduates will always be in demand and it pays to do your research – by making informed decisions at the start of your career, you will be able to enjoy the rewards of a sound and secure role with the benefits of financial freedom for many years to come.

For more information on corporate tax visit: www.insidecareers.co.uk/tax
Stereotypically, the word ‘tax’ has quite negative connotations as people receive their pay cheques and see how much is being taken off them; however tax as a career can be very rewarding both mentally and financially.

Tax is a constantly changing and evolving beast. As governments come and go, the whole election process usually focuses quite heavily on tax and being part of that system is surely an exciting thing. How much tax we pay and what they are going to do with it can win or lose the right to run the country. It is never out of the news and a source of much debate.

Salaries & benefits
Financially, it is a career that can be very lucrative. If you are at the top of your game, you can expect to earn seven figures as a partner in an ‘Big Four’ accountancy firm. Average partner salaries at the ‘Big Four’ range between £500,000 and £1 million. This means that the top salaries are higher than this as there are more senior levels of partner which can take you even higher. Mentally, because it is constantly evolving, you are always challenged and have to review your advice. Tax also requires some thinking outside-the-box; where you can take legislation and apply it theoretically moving forwards, making it much more of a creative industry than regulatory compliance orientated work. You can be client facing in professional services, or internally facing working solely for a company. You can make or break companies with your advice – the savings you make for them could mean that they can build, invest, or create for a secure future. It is very much a people industry, as much as there are numbers to understand and legislation to work through. The secret is to be able to explain your work simply, in an digestable manner.

If you are still reading then maybe you are interested, in which case please consider this: even if the economy goes bad, people will still require tax advice (some would argue they need it even more so in hard times)! If the economy goes well, people will still require tax advice. It is a career that is as close to ‘recession proof’ as you can get and a necessity. How many careers can you say that about?

The jobs market
The market has been very busy for the last 18 months with demand outstripping supply in a lot of key areas, such as international tax, reporting and FATCA specialists, non-domicile tax, expatriate tax, performance and reward, pensions and M&A.

The ‘Big Four’ and the top 20 accountancy practices have all been busy recruiting, but there are also a healthy number of specialist boutiques recruiting for graduate talent, as well as new firms starting up as a sign of confidence in the economy. On the in-house side, financial services have picked up a lot which is where a lot of reporting roles have appeared as well as markets such as Energy and Media.

Going forward we expect more of the same steady increase in demand for tax professionals, with new specialisms appearing as the economy changes and new policies take place.

If the saying is true, ‘nothing is certain in life except death and taxes’, then the safest jobs are either in tax or a funeral parlour. You choose!

It is a career that is as close to ‘recession proof’ as you can get and a necessity. How many careers can you say that about?

For graduate jobs, internships & placements visit www.insidecareers.co.uk/tax

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**TAX ME RICH: SALARIES & BENEFITS**

Salaries in tax weather economic turbulence better than any other financial profession, and have remained stable for the past few years. Here Ian Palmer, Associate Director of Audit and Taxation at Morgan McKinley, gives us an insight into the sector’s job market and guidelines about the salaries and benefits that a graduate entering into the tax profession can expect to receive.

<table>
<thead>
<tr>
<th>Level</th>
<th>Corporate Tax</th>
<th>VAT</th>
<th>Transfer pricing</th>
<th>Operations tax</th>
<th>Personal tax</th>
<th>Human capital tax</th>
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<tbody>
<tr>
<td>Part qualified</td>
<td>£26,000- £36,000</td>
<td>£25,000- £34,000</td>
<td>£25,000- £34,000</td>
<td>£28,000- £35,000</td>
<td>£24,000- £35,000</td>
<td>£26,000- £36,000</td>
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<td>(0 - 2 years)</td>
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<tr>
<td>Newly qualified</td>
<td>£38,000- £48,000</td>
<td>£37,000- £47,000</td>
<td>£37,000- £50,000</td>
<td>£37,000- £48,000</td>
<td>£37,000- £48,000</td>
<td>£38,000- £50,000</td>
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<tr>
<td>(2 - 5 years)</td>
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<tr>
<td>Manager</td>
<td>£50,000- £67,000</td>
<td>£50,000- £65,000</td>
<td>£50,000- £65,000</td>
<td>£48,000- £65,000</td>
<td>£48,000- £65,000</td>
<td>£52,000- £67,000</td>
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<td>(5 - 7 years)</td>
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<tr>
<td>Senior Manager</td>
<td>£75,000- £115,000</td>
<td>£72,000- £110,000</td>
<td>£72,000- £115,000</td>
<td>£75,000- £105,000</td>
<td>£75,000- £105,000</td>
<td>£72,000- £110,000</td>
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<tr>
<td>(7 - 10 years)</td>
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<tr>
<td>Director</td>
<td>£110,000- £180,000</td>
<td>£100,000- £180,000</td>
<td>£100,000- £180,000</td>
<td>£110,000- £180,000</td>
<td>£110,000- £180,000</td>
<td>£110,000- £180,000</td>
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<tr>
<td>(10+ years)</td>
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<tr>
<td>Partner</td>
<td>£150,000+</td>
<td>£150,000+</td>
<td>£150,000+</td>
<td>£150,000+</td>
<td>£150,000+</td>
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<tr>
<td>(15+ years)</td>
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Note: salaries in London are typically higher than the UK average. All salaries in the table above are approximate figures to be used for guidance only. For further information on salaries please contact Morgan McKinley at london@morganmckinley.co.uk

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Ian Palmer is an Associate Director of Audit and Taxation at Morgan McKinley.
THE FUTURE OF THE TAX PROFESSION

During the last three years, taxation in the UK has probably been the most talked about since the advent of the notorious ‘window tax’ in 1696, when King William III tried to impose income tax by stealth taxing the size of properties. In this article we explore the tax profession today and the ways in which it is adapting to public attitudes, changing legislation and the uplift in the economy.

In late 2012 and early 2013 the Public Accounts Committee (PAC), the body responsible for examining government finance and making sure it gets value for money, began a crusade led by the chairwoman Lady Margaret Hodge. Their cause was to see if corporations and individuals were paying their ‘fair share’ of tax. This was a seismic shift in attitude to the traditional view that tax is a legal, not moral, issue.

The PAC’s investigation into large corporations such as Amazon, Starbucks and Google led to significant newspaper coverage. By the time it became obvious to those working in the tax profession that the PAC did not always know or understand tax law, none of the companies it investigated were made to pay more tax, as their tax arrangements were correct within existing UK and international law. However, it brought taxation into the public consciousness, and with the PAC’s grilling of the Heads of Tax of the UK’s largest accountancy firms, suddenly the tax profession itself had become a topic for dinner party debate.

How does the public debate affect you?

For new graduates looking for a career in taxation, the raised profile of the tax profession makes it an exciting time to enter the field. Public debate over the morality of what is a ‘fair’ amount of tax to pay versus the actuality of what is the legal amount due; combined with increased legislation from the UK and international bodies, means that tax is becoming increasingly complex.

Most graduates going into taxation will be looking at roles in accountancy firms or law firms, although some will also go the civil service route and join HMRC. In the profession, the accountancy firms and law firms’ graduates decide what areas of tax they want to specialise in. The larger accountancy and commercial law firms tend to deal with large international businesses and High Net Worth individuals, while the smaller practices tend to focus more on smaller, owner-managed businesses. Thirty years ago, most trainees in taxation first gained a grounding in audit or accounting, or trained in the Inland Revenue, before specialising in taxation in an accountancy firm, but nowadays most graduates are joining tax departments directly from university.

Alongside traditional accountancy firms, there are tax boutiques. These boutique practices specialise in providing tax advice and planning. They come in a range of shapes and sizes, from specialists in VAT and indirect taxes, to providers of mass-marketed tax planning arrangements. Changes in attitude toward legitimate tax planning mean that many large corporations are questioning the normal tax planning that they do. They are keen to include details in their corporate literature about the level of tax they pay on a global basis in an effort to prove that they are responsible. Some, like Starbucks, are even paying voluntary sums to ensure that they do not get negative publicity (by choosing not to take advantage of legitimate tax deductions against their income).

Conversely, the difficult economic climate of the last five years means that many owner-managed businesses which are not in the public spotlight are keen to improve their cash flow by saving tax, and using it to help fund growth as the economic environment improves. So tax professionals are being asked by some clients to help increase the transparency of their tax compliance, and by other clients to help them save tax legitimately, to help rebuild businesses which have been damaged in the recession.

The past few years have seen a seismic shift in attitude to the traditional view that tax is a legal, not moral, issue.

Globalisation of tax

Tax is becoming an increasingly global phenomenon. The ‘Big Four’ and top 30 accountancy firms and large commercial law firms manage the affairs of their clients across borders. Graduates in these teams often have the chance to undertake secondments overseas, or at least to talk to their colleagues in other offices and time zones. Increased globalisation has led to new specialisms in tax such as expatriate taxation and transfer pricing.

Expatriate taxation advisers help employees and employers with their local country tax and home country taxation when staff work away from home. Transfer pricing professionals advise international companies on the allocation of profits and losses within the jurisdictions in which they are based or trading. This then determines how much tax is paid in each jurisdiction.

Tax is also becoming increasingly regimented; companies with turnovers in the UK of over £200 million, for example, now have to appoint a Senior Accounting Officer (SAO). Part of their role is to monitor the tax paid by the business and to ensure that the deadlines for reporting and paying tax are met in a timely fashion. Tax professionals are also moving ‘in-house’ to PLCs to help finance professionals with reporting. These in-house tax professionals help the company with reporting and tax accounting, and also with legitimate tax planning. As companies come out of recession and look for value for money, they are actively targeting tax professionals to bring in-house, so that they might incur fewer fees from external tax advisers.

DOTAS and changes to tax planning

The Disclosure of Tax Avoidance Schemes (DOTAS) legislation, along with the public naming and shaming of celebrities and high profile individuals by the press for the use of tax planning products, has caused a decrease in demand for some mass marketed tax planning arrangements. These schemes – though within the scope of UK law – often use loopholes in legislation to put a different slant or interpretation on what the legislation was brought in to do. As a result, tax departments in accountancy firms and tax boutiques are moving more towards bespoke tax planning, tailored around an individual’s particular circumstances rather than using a one-size-fits-all model.

The economy

Against the background of increasing legislation and a rise in profile of taxation, the tax profession has also been affected by the economy. The recent recession led to accountancy firms decreasing the number of graduates that they recruited, which has led to a skills gap; a lack of new and recently qualified tax professionals. This makes it a great time to enter the tax profession, as the uplift in the economy allows firms to increase their graduate intake to help them train new professionals to fill the gap.

Georgiana Head has a degree in accounting and runs a recruitment consultancy, Georgiana Head Recruitment. She is a frequent contributor to the tax press and runs a recruitment consultancy.
I am a 30 year old law graduate from Northamptonshire. I am married with three children. I enjoy watching and playing most sports. I am a Sunderland AFC fan but I try to keep this quiet.

At 27 years of age, was a career change the right move?
I had been working in the public sector since leaving university and had progressed well. However, at the age of 27 I felt like I’d reached a ceiling and I could not see my career progressing much further within that organisation. I wanted a new challenge, and a career where hard work was recognised and rewarded.

The ability to communicate effectively with your client will get you further than being able to do the 12 times table off the top of your head.

I plunged myself back into the world of graduate career websites, which most of you will know can be a frustrating and confusing place. I spent months considering a whole variety of new careers. Eventually, after taking advice from friends and family, I narrowed my search down to accountancy. It ticked all the criteria I was looking for: good career progression, good salary, rewards for hard work, and a good work/life balance.

Within the accountancy sector there are a lot of specialisms and companies to choose between, the majority of them require you to undertake some form of further learning and professional exams. One firm in particular stood out for me: Mercer & Hole.

How did you get your training contract?
I wanted to set myself apart from other candidates in the field, so prior to applying for the training contract with Mercer & Hole I signed up with the Association of Chartered Certified Accountants (ACCA). I purchased some text books, studied hard and started to work my way through the exams. I thought that if I got some exams under my belt it would show employers that I was capable and serious about the career change.

I passed seven of the ACCA exams before I was given a chance by Mercer & Hole. They had received a lot of applications for the training contracts on offer and I have since found out that my exam passes had been a major factor in my progression to the next stage.

What was the application process like?
After filling out the graduate application form on the company’s website, I had a telephone interview. This was quite informal.

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**GRaDUaTE PROFIlES**

**Why did you choose a job in tax?**
I graduated from university with an accounting degree, but I didn’t think audit would suit me, so I decided to go into tax. The tax module was my favourite at university, even though it was also the most difficult! I liked the idea of the challenging and ever-changing nature of tax, and how it affects everybody in different ways.

Tax investigations seemed like a really interesting part of tax – and it hasn’t disappointed. It is hugely varied as we don’t cover just one aspect of tax. As a team, we work with various different types of client including individuals, partnerships and companies, who might have problems such as undisclosed offshore bank accounts or rental property.

The field of tax investigations doesn’t stand still. With HMRC cracking down on tax avoidance more than ever, we have to keep up-to-date with changes in the legislation and how they will affect our clients.

**What was the application process like?**
I’d heard really good things about the application process at Grant Thornton and in my experience it was a lot friendlier than some of the other applications I went through. I really felt like I was valued more than some of the other applications I made. I liked the fact that I was given a tour of the office that I would actually be working in. I also met the tax investigations team – this made me feel like Grant Thornton wanted to ensure that I would enjoy working there, as well as making sure I was the right fit for them.

**Any advice about the application process?**
I know everyone says it, but just be yourself. Be happy and friendly and really show the recruiter how much you want to work for the firm. Have loads of examples ready for the competency based questions, as you never know how much the interviewer will throw at you!

Also, do your research about the firm and in particular what it offers to the industry. Cross-selling between departments is important in big firms, so show the interviewer you know about the different service lines they offer.

**What would you like to achieve in the future?**
I will receive my final CTA results in July so I’m lucky at Grant Thornton, we do all of our ATT and CTA training at our national training centre, Bradenham Manor. We work really hard during the day and get to enjoy ourselves by the bar at night. We have the same trainer throughout both qualifications so it’s consistent as well as being top quality training.

I feel like this training contributed to my success in my ATT results. I received three awards, two for receiving the highest overall results nationally and one for receiving the highest mark in the Business Compliance module.

**Putting yourself through professional training and exams gives a huge sense of achievement, as well as kick-starting your career.**

I'm lucky: at Grant Thornton, we do all of our ATT and CTA training at our national training centre, Bradenham Manor. We work really hard during the day and get to enjoy ourselves by the bar at night. We have the same trainer throughout both qualifications so it’s consistent as well as being top quality training.

Often we don’t know who the client is, or what they have done before we meet them, so you’ve got to be prepared for anything.

**What are your main duties?**
My day-to-day role varies as it is dependent on what kind of client I am currently working with. Typical duties include:
- Working with offshore banks to calculate undeclared income and gains.
- Drafting reports to be submitted to HMRC.
- Liaising with clients on a daily basis.
- Tax computations.
- Review of business accounts and profits.
- Technical research.
- Drafting eflashes and blogs for the website.

**What do you enjoy most about the job?**
I get to meet with clients and HMRC fairly regularly, which is my favourite part of the job. It’s really interesting and as you can imagine you get to meet all sorts of characters! We are a national team so we travel all over the UK.

**Is it a 9-5 job?**
Pretty much. I’m generally in the office from 8.30am and have left by 6pm. Obviously if there is a deadline looming or something similar, I might have to stay later, but it’s not as often as you might think!

Evenings and weekends can be taken up with study and revision, which obviously increases around exam time, but it is really important to have regular breaks and still have a social life so you don’t overdo it!

**What are your main duties?**
- Drafting technical research.
- Drafting reports to be submitted to HMRC.
- Liaising with clients on a daily basis.
- Technical research.

**Putting yourself through professional training and exams gives a huge sense of achievement, as well as kick-starting your career.**

**For more graduate tax profiles visit:**
www.insidecareers.co.uk/tax
TAX ASSOCIATE – PwC

NAME
Jasdeep

LOCATION
Birmingham

UNIVERSITY
University of Nottingham

DEGREE
MSci Mathematical Physics

I graduated from the University of Nottingham with a Master’s degree, a second dan black belt in Taekwondo and countless stories from my time spent travelling in China, Malaysia Singapore and India. I could have stayed at university forever living the student life, but I needed to start a career.

I started my career at a bank and worked there for 2 years before starting at PwC. In all honesty, I loved my time at my first job and worked with some of the nicest people. However, I felt undecided about my career path and wanted to train in a field in which I could become an expert, a ‘go to’ if you will. With a thirst for detail and problem solving, Tax at PwC seemed the most natural choice.

Don’t feel overwhelmed by all of the application stages, take it step by step and prepare for each on that basis.

What was the application process like?
Don’t feel overwhelmed by all of the stages, take it step by step and prepare for each on that basis. Complete practise tests before sitting the actual online tests and make sure you can speak in detail for each of your competency examples. Remember the competencies vary slightly from the first interview to the final partner interview. From conversations I’ve had with my colleagues, most people worry about the ‘Commercial Awareness’ competency. Don’t overthink this and remember that there are plenty of channels out there to help your research. You’re simply expected to be able to hold a conversation and to show some enthusiasm.

Lastly, don’t be afraid to recognise and speak about your weaknesses. There are opportunities for you to show that you’re keen to develop. PwC prides itself in making sure that its recruitment process creates a relaxed environment in which you can perform at your best, and so although it’s easier said than done, try and stay calm.

Why did you choose a job in this sector?
Our tax system is pivotal to the success of the UK economy and it’s the complexity of it that I was most drawn to. Tax consultants have the opportunity to work within both the public and private sectors, across every industry and with a broad range of clients based in the UK and the rest of the world. The job itself can be incredibly diverse.

Why PwC?
PwC stood out to me from the other ‘Big Four’ as its graduate programme extended beyond the ACA. This gave me firm reason to believe that PwC is willing to invest in and train its graduates towards a long term career. PwC have well-established national and global networks with opportunities to second to different areas of the business in order to broaden both your skills and knowledge.

What are your main duties?
I mostly work with large corporates and listed entities in the Corporate Tax team in Birmingham. The Tax teams include:

- Corporate Tax
- Transfer Pricing
- Restructuring
- Finance and Treasury
- VAT
- Mergers and Acquisitions
- Private Business
- Private Clients

There tends to be employees of different grades without duplication assigned to each client. This makes sure that any work suitable for an associate is always delegated to me for clients within my portfolio. I also benefit from working directly with senior managers and partners whom are experts in their specialist tax areas.

For clients with whom we contract on a recurring basis, there tends to be a well-established relationship with the client’s Finance Director or Tax Manager. The team either meets regularly with the client or the client gets in touch spontaneously when tax advice is needed. Examples include assessing the UK and international tax implications of a group restructure or acquisition or commenting on the practicality of a tax model that has been set up for a new business venture.

Tax advice is not usually isolated to one particular area, and so experts are often brought in from the areas listed above. This has helped me to develop my professional network within Birmingham and across the region as a whole.

As an associate, I also undertake business development activities. Examples include understanding the impact of new tax legislation or researching the business and tax environment of a target client.

One of the best things I enjoy about working at PwC is that I’m trusted to fill my own week. When I have capacity I seek work from managers in tax areas that I’m most interested in. The variation will allow me to make a more informed choice when deciding upon a specialism.

The trickiest element of my job is achieving a work life balance whilst studying towards the ACA qualification. You tend to be in and out of the office whilst exams approach and in order to pass them, lots of discipline and commitment for studies is required.

The myth about all accountants working late nights is not true. It depends how senior you are and also which area you work in. A lot of your day is based on time management. I usually work 9 to 5. Every now and then, during busy season, I may stay a few hours later, however, PwC have been equally as flexible when I’ve needed time off in return.

What would you like to achieve in the future?
Post qualifying I’d like to take a secondment to another area of Tax or to a different service line. I also hope to be a manager by my fifth or sixth year at PwC in my chosen specialism. I’m involved in a lot of community work, which is encouraged by PwC, and so I’d like to continue organising fundraisers and days out in the community too.

For graduate jobs, internships & placements visit www.insidecareers.co.uk/tax
Assistant Tax Manager – Mazars

Tom Trewby

Milton Keynes

Marine Biology

I have worked in the tax team in Milton Keynes for just under four years. For me, the opportunity to experience a wide range of different aspects of tax while I was training was invaluable. I think it is one downside to working for a larger firm that you can get pigeon holed into what can be a very specific area of tax right from the start which doesn’t necessarily let you discover which areas interest you most.

Training and qualifications

I was offered the choice of ACA or ATT and then CTA. I chose ACA because it is such a well known qualification and also gave me options especially if I decided I wanted to work outside tax in the future.

ACA gave me a broad grounding in accountancy, tax and business strategy and does help me relate to some of the issues that my clients are experiencing. It is hard work and required a significant investment in terms of time and work to get through.

I did not really feel at a disadvantage compared to other ACA students who have done accountancy at university. Non-accountancy grads will probably have to sit more exams though as they probably will not qualify for any exemptions.

I actually found my CTA exams much easier, perhaps because I had three years’ experience of working in tax and so a lot of what I was being taught I had already encountered in practice.

While this is certainly not the most exciting part of the job, it is actually a good way of learning the basics of tax, as long as you are curious about why you are doing what you are doing.

What does my job involve now?

In March, shortly after passing my CTAs, I was promoted to Assistant Manager so I now have responsibility for my own portfolio of clients. This means learning a whole new set of skills, such as managing the financial performance of my portfolio and helping to win new clients.

I focus on private clients and owner-managed businesses. This ranges from reviewing client’s tax returns, to helping them plan how to structure their business to helping clients think about how they want to pass their assets on to the next generation. I like this side of tax as it can be much easier to see the impact of the advice you have given.

I also do a lot of work dealing with residence and domicile issues for clients either coming to or leaving the UK which involves working very closely with other Mazars offices around the world.

Conclusion

Over the past four years, my job has never really stayed the same. As my knowledge and skills develop I have constantly being challenged and supported to move on to more complex and interesting work. It is this that has kept the job interesting for me and the fact that I can see this continuing for the foreseeable future.
SENIOR PROFILES

Ormerod Rutter – Private Client Adviser  

Menzies – International Tax Partner

BDO – Tax Director

PwC – Tax Manager
PRIVATE CLIENT ADVISER – ORMEROD RUTTER

Andrew’s job involves helping clients plan and manage their personal tax affairs. He discusses what he enjoys most about the role, and tells us what it took to get there.

Tax is an increasingly complex world of legislation, case law and guidance that affects our everyday lives. I help clients understand what tax means for them, what they are required to do by law, and advise how their goals and objectives could be achieved in a tax-efficient way. Guiding clients through what can appear to be an incredibly confusing subject is extremely rewarding.

Why did I choose a career in tax?
Having always enjoyed maths and business studies at school, I took accounting and finance at university and thought I would ultimately work in an accounting or audit role. At the time I hadn’t really considered a career in tax.

But after graduating I wondered if accounting really was for me. During my job search I was offered a temporary assignment with Lloyds TSB Private Banking, which provided personal tax services to a large number of the bank’s wealthy clients. Although my role was largely an administrative one, it did give me an insight into the world of personal tax which I found extremely interesting. I realised that, for me, advising individuals on matters which affect them personally could be a more satisfying career choice than, for example, auditing a company.

Shortly after completing the contract I was offered a permanent position with my current employer, Ormerod Rutter Chartered Accountants, as a trainee personal tax adviser. I was excited by the prospect of being able to develop my knowledge and felt this was an opportunity not to be missed.

Training and qualifications
My knowledge and experience has developed (and still is developing!) via a combination of on-the-job training, professional examinations and tax-related seminars/journals.

On-the-job training
A good way to learn is to do the job itself! When I started working I was allocated a mentor and a small number of personal tax clients, and taught the basics of how the self-assessment tax system operates and how to prepare clients’ tax returns. I was able to build relationships with clients and colleagues and liaise directly with HMRC (the UK’s tax authority). This gave me the confidence to progress further. Over the years I have been given more responsibility and exposed to more complex and varied work, which helps to keep my job interesting as the role develops along with my skills.

Professional qualifications
From the outset I was keen to supplement my practical experience with a more formal tax qualification, and my employer was fully supportive of this. Since starting at Ormerod Rutter I have taken exams for the Association of Taxation Technicians (ATT) and the Chartered Institute of Taxation (CIOT). The ATT exams cover the main areas of personal and business tax. The CIOT exams cover more in-depth material depending on chosen specialisms. I decided to focus on the taxation of individuals, trusts and estates and how the various rules interact. The exams were not easy, and studying does require a lot of self-motivation. For me, it involved studying at home in my spare time, but now I’m qualified I can see that the hard work pays off!

Publications/seminars
Whether it’s a new law or a tribunal decision, tax is always evolving. It’s a challenging and ever-changing area to work in, and so an integral part of the job is to keep up-to-date with what’s new. I do this by reading weekly taxation publications and attending various internal and external lectures and webinars. You never stop learning!

Current role
My current role is split between personal tax compliance and tax planning.

Tax compliance
This is all about ensuring taxpayers abide by their legal obligations. I have a varied portfolio of clients and am responsible for the completion of their annual self-assessment tax returns, declaring their income and capital gains for the previous tax year. We start preparation in April and the filing deadline is the following 31 January. The lead up to this can be quite stressful! This isn’t about form-filling – our software does that for us. It’s about understanding the situation and applying the correct legislation, with consideration to current guidance and case law. Clients’ circumstances can change all the time, for example they could be made redundant, start a business, sell a property or even emigrate. All of these have tax implications which need to be considered.

Tax planning
While tax compliance is largely about looking back, the most enjoyable part of my role is planning for the future. This involves finding out what the client wants to achieve, and helping them reach these goals in the most tax-efficient manner. It could be an isolated issue, such as drawing funds from their business or purchasing a car. At the other extreme it may involve a more thorough analysis of their overall circumstances, identifying their long-term plans and considering how these can be implemented - for instance passing assets down to the next generation. There are likely to be many tax issues involved, whether it be inheritance tax, income tax, capital gains tax, corporation tax, VAT or stamp taxes. You need to make sure that your planning takes all of these issues into consideration to find the most tax-efficient solution for your client within the different rules and regulations that apply.

Conclusion
Tax rarely seems to be out of the news. In the March 2015 Budget, the Government announced the phased abolition of the annual tax return, instead making more use of the information HMRC already hold and moving towards a more real-time submission of data. But the physical preparation of a return is only a small part of our role and there will always be a need for professionals to advise on how to apply the correct tax law to any given situation. Indeed, while there is a clampdown on perceived “aggressive” tax avoidance, taxpayers have the right to arrange their affairs in the most tax-efficient way, using whatever legitimate means are available at the time. As tax advisers it’s our job to consider their situation and find the most efficient solution for them.

In short, it’s an honour to be part of a profession which helps the tax system run smoothly while at the same time offering such valuable support to our clients. ☺
INTERNATIONAL TAX PARTNER – MENZIES

After qualifying as a Chartered Accountant Nick decided to specialise in tax and has since become an international tax partner, travelling all around the world to meet with clients and further his career.

How did you get into tax?
I first came across tax in my final year at university. It was a module that was offered as part of my degree course and I thoroughly enjoyed it. I then studied tax as part of the Chartered Accountancy qualification and it was the exam that I continually did best in, so to some extent the writing was on the wall!

Once I became a qualified Chartered Accountant I found that clients were always interested in talking about tax. The conversations would inevitably revolve around tax, and I decided to specialise in the subject and be the one giving the advice rather than continually saying I know a person who can help!

What is it about tax?
One thing that’s certain in this world is that there will always be tax, so it’s a pretty safe bet if you are looking for a stable profession. Taxes do change, as new taxes get introduced and some fall by the wayside as the Government considers how it is going to try and balance its budget. In fact, whatever you do in life, you can’t avoid tax, and probably the only way to do so would be to go and live on your own desert island!

What does the work involve?
The great thing about tax is that you can make a difference right from the start. People are always keen to understand what tax they have to pay, and how this can be reduced, and junior staff can be heavily involved in putting together the tax computations and communicating with clients. With a little amount of training someone can quite quickly become a very valuable member of the team. Later on in your career it is possible to specialise in a particular area of tax, whether this be focusing on corporate or personal tax, or even more niche and just specialising in one particular tax.

What skills do I need?
Contrary to popular belief, tax isn’t all about numbers! Often the final outcome will have a figure attached to it, but there may have been a lot of thinking and discussion along the way before coming up with a particular solution. I think a curious mind and capacity to find solutions to problems is important, as tax can be somewhat like chess, where you need to compare a number of alternatives before deciding which way to proceed.

Being a people person and good communicator and listener is crucial, as you need to really understand the issues before you can work out how to approach them. And a thirst for knowledge is also a good trait, as in tax you are constantly learning.

Taking the professional tax exams is a great way to accelerate the knowledge, and before you know it you will have some really valuable expertise that will stand you in good stead for many years to come.

Has there been a stand out moment in your career?
Tax is a very sociable profession and it’s a good career for mixing business with pleasure. Menzies is part of HLB International, a world-wide network of independent accounting firms and business advisers, and as I’m an international tax adviser, I get to travel to some pretty interesting places and get to meet people from all over the world. I’ve been fortunate enough to travel to many countries, such as China, Taiwan, the US and Mexico, as well as all over Europe. Some of my colleagues think I’m constantly going on holiday!

As for a stand out moment, I remember going to the Netherlands for a HLB International football tournament a couple of years ago. We got through to the final and the match went to penalties. I was last to step up for our team and ended up scoring the winning penalty. There’s a video of it somewhere on YouTube so it’s not something I can easily forget!

Is there such a thing as a typical day?
Well, not really, but there are some aspects that stay pretty constant. I get involved in a lot of international tax matters, so in any one day I will probably be emailing and speaking with people in a variety of different countries. It can sometimes be quite a challenge to balance the time zones, and if I have projects on involving Australia and the US, it inevitably means that someone is staying up late or getting up early to get the job done.

What advice would you give to someone entering the profession?
There is a lot to learn, but there is also a lot of help and support, so get stuck in and never be afraid to say you don’t understand something. Taking the professional tax exams is a great way to accelerate the knowledge, and before you know it you will have some really valuable expertise that will stand you in good stead for many years to come.
TAX DIRECTOR – BDO

Neil became fascinated by tax while studying law at university. After a spell working in audit, he moved into Corporate Tax and has never looked back. He shares his experiences of working in corporate tax and answers the question: 'why tax?'

I first came into contact with tax law when I was at university studying for a law degree. I was fascinated by the subject, more so than other areas of my degree.

Rather than start my career in tax, I chose to keep my options open and study for the ACA as an auditor at BDO. I have never regretted my time as an auditor; it was invaluable experience that gave me a real grounding in accountancy that I still use every day in my career. However, it was not long before I was attracted back to tax. After three and a half years of being an auditor I decided to hang up my coloured pens and take a secondment in corporate tax. Almost immediately I felt at home and started studying for the CTA which I sat ten months later.

My time in tax
My time in tax at BDO has been characterised by broad experience. I have worked with a variety of different sized clients across many industry sectors. Not only have I worked in practice, but I have had secondments to industry, including working for a large US multinational technology company and for spin out of a UK Plc as a temporary Group Tax Manager. My time working in industry reinforced my appreciation of the commercial aspects that play a role in deciding tax strategy. Clients want the commercially right answer, not always the purely technically right one.

By 2008 I decided to deepen my knowledge of international and cross-border tax issues given that more and more of my clients were operating cross-border. BDO has an extensive international network across 155 countries which is certainly attractive to me, as well as our clients. Therefore I pulled the study books out and started studying for the Advanced Diploma in International Tax. I did this at the same time as starting a family and so had my hands full to say the least. I completed my Diploma in 2012, achieving a prize in my last exam; a fitting way to finish my professional exam career (honestly that is the last one!).

Naturally people ask me: ‘why tax?’ It is the variety of the clients and the work that I enjoy. Some people imagine that it is a technical job pouring over legislation and case law.

There is certainly a significant element of this, but you cannot advise clients or reach a conclusion on the technical aspects without understanding the commercial aspects. This involves learning about a business’s industry, its plans and issues. It is the bringing together of the technical and commercial aspects that motivates me, as it allows me to get close to a business. I often look back on some meetings and realise that we spent more time talking about the business than tax.

Clients see real value when you mention something they had not thought of or that makes their life easier, there is a real sense of an achievement when you can do this. Clients usually don’t forget it either, which can make for a stronger working relationship; learning how to demonstrate and deliver client service has been a crucial part of my training at BDO.

You cannot advise clients or reach a conclusion on the technical aspects of tax law without understanding the commercial aspects.

Variety is a word that can be used to describe my ‘typical’ day. It is not uncommon for me to spend time on a dozen or more clients in a day, and more often than not something will come up that I was not expecting, which keeps me on my toes.

Current professional challenges
Clients are continuing to focus on value and are always looking for added value ideas. They naturally want to know how they can improve their tax position but their focus is not necessarily on achieving the lowest possible tax charge but rather on having a robust tax strategy that will withstand public scrutiny and ensure they meet their compliance obligations. Recent media attention has highlighted how the position a group takes on its international tax strategy can potentially damage their public reputation and consequently tax strategy has moved up the Boardroom agenda.

Clients increasingly expect instant replies, which makes some days very busy and requires superhuman skills in juggling and managing expectations.

You often hear the comment that tax legislation is too complex and this is true. Consequently, when providing advice, it is necessary to make sure the client is not inadvertently caught by some anti-avoidance rule. Therefore a lot of time can be spent going through legislation only to conclude a particular rule is ‘not applicable’.

Advice on a career
In the tax profession, whether you are in practice or industry, you are providing a service. It could be to a client or an internal team. Therefore it is important to remember it is not just about the advice you provide, although you need to be right, but how you provide it that counts. The quality of your service is often what you are remembered for and at BDO we are committed to providing exceptional client service.

For someone joining the profession in practice I would say it is never too early to start building your ‘work winning’ skills, whether from existing or new clients. As an individual you will be more valuable when it comes to promotion time and there is a real buzz when you win new clients.

Finally, get as broad experience as you can. Involve yourself with as many different clients and situations as you can. Not only does this make you a more rounded professional, but it makes your career more interesting.

For graduate jobs, internships & placements visit www.insidecareers.co.uk/tax

NEIL BRACKSTONE

2012
Promoted to Tax Director at BDO

2012
Completed the CIOT’s ADIT qualification

2001
Moved to Corporate Tax at BDO

1998
Joined BDO as an audit trainee

2002
Completed the CTA qualification

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SENIOR PROFILES

Sarah is a qualified Associate Chartered Accountant (ACA) and Chartered Tax Adviser (CTA), working in Tax at PwC. Despite not following a traditional route into accountancy or tax, Sarah has enjoyed the challenges of working for one of the ‘Big Four’ professional services firms.

I studied Law with French at university, spending an academic year studying in Belgium as part of the Erasmus programme. I joined PwC in October 2009, starting my ACA qualification at the same time. After passing my final accountancy exams in November 2012, I applied to sit the CTA exams and I successfully passed these in January 2014, obtaining a distinction in the Taxation of Individuals paper and being awarded The Pat Cullinan Medal for the student who obtained the highest marks in Northern Ireland.

Why did you choose a career in the tax industry?

While I ended up studying law almost by default, I really enjoyed my degree, especially studying criminal and family law. However, when I got some practical experience (shadowing a barrister in an attempted murder case and working in a solicitors practice specialising in family law), I realised that practising law was not the career for me. In my final year of university, I was interested in accountancy as a career as it could give me the experience I wanted – being able to work in a large organisation that offered an excellent training scheme and plenty of opportunities for the future.

When applying to PwC, I chose tax as the department I wanted to work in as I felt my skill set was best suited to this area. I was comfortable with and interested in working with tax legislation and interpreting case law. Undertaking my ACA qualification enabled me to gain a good grounding on a wide range of business issues which helped me understand the wider business issues that affect our clients. By doing the CTA exams, I was able to build upon the practical knowledge I’ve gained working in tax to allow me to become a well-rounded tax adviser.

I initially started off dealing with corporate tax compliance work. This involves drafting corporation tax computations and returns for submission to Her Majesty’s Revenue and Customs (HMRC) along with communicating with our clients and HMRC to ensure that each company pays the right amount of tax at the right time. Our office deals with both owner managed businesses and large groups of companies. I’ve been involved in managing the taxation affairs of a variety of these businesses and each of these give different issues for us to consider. Working in the Corporate Tax Compliance team gave me a good grounding as to the basics of corporation tax which has proved invaluable for the work I’m now doing.

I now work in our Corporate Tax Consulting team and I maintain relationships with a portfolio of compliance clients, picking up on ad-hoc issues or specific projects as they arise, such as restructuring projects and deals.

What is a typical day like for you?

A typical day for me at the moment will begin with a cup of tea while I compile my to-do list – working in tax means there are always deadlines to be met so good prioritisation skills are key.

Generally my day will consist of several meetings to catch up on the progress of various projects as I work as part of a larger team on each project, along with time spent researching, speaking to specialist tax experts and preparing reports to analyse the tax impact of the transactions currently being undertaken by our clients.

Frequently, the work I’m involved in requires implementation by legal teams so I spend time liaising with legal advisers and responding to their queries in order to progress the transaction for our client. If there’s an international element to the transaction, we also need to take advice from our colleagues overseas and so I can also spend part of my day catching up with these overseas teams.

Working in tax consulting means there can be weeks which are busier than others so you need to be flexible and prepared to put in some extra hours when a project is due to complete.

What do you enjoy most about your job?

While the job can be time pressured and demanding at times, there are many positives about working both for PwC and more widely, in tax. The work is challenging and you’re constantly learning new things – whether this is learning through undertaking your own research or being coached by more senior members of the team. I really enjoy working with a variety of highly qualified and motivated people who constantly seek to develop others. For me personally, this has meant a part-time secondment working with a specialist team to enable me to gain knowledge in a particular area of tax. This not only is assisting in my personal development but also the development of our team in the future.

Since I joined PwC, I’ve been involved in a variety of large projects, covering a range of issues so I’ve been able to gain a lot of experience. Right from day one, I was involved in client work and we’re actively encouraged to form relationships with clients from the outset. Going to meet our clients and being involved in delivering the results they desire are parts of the job that I really enjoy.

Do you have any advice for anyone wanting to get into the industry?

If you’ve decided that this is the career path for you, there are three areas I’d give some advice on.

Firstly, in terms of obtaining a professional qualification, I found both the accountancy and tax exams the most challenging I’ve ever undertaken so you do need to be prepared to put the hours in on top of your working week in order to pass and also devote an appropriate amount of time to studying before the exams. However, it’ll all be worth it once you’ve gained the qualification.

From a work perspective, it’s really important that you don’t expect to be given all the answers – try to be inquisitive by asking questions and researching areas you’ve not seen before in order to develop your understanding and demonstrate willingness to learn.

And perhaps most importantly, as tax is so complex and constantly changing, it’s essential to recognise what you do and don’t know and seek advice where you’re unsure – it’s not a bad thing to admit you don’t know the answer as long as you commit to finding it out.
What do you need in order to enter the tax profession? Luckily, there are a number of routes available to those wanting to work in the industry and these are open to people from a variety of backgrounds. Read on to find out more.

Most of these firms will expect a minimum of a 2:2 honours degree and similarly high A level grades of around 300 UCAS points. In the UK, accountancy firms don’t expect you to do a ‘relevant degree’ such as accounting and finance – here you can get a graduate role with an arts or humanities degree.

Top 100 and in-house
If you feel that you wouldn’t want to work for a very large company you should explore options in local accountancy firms. Most practices offer work experience and summer internships so you can see what it is like to work in an accountancy firm. Another route to a career in tax is to join the in-house finance and tax function with a Plc or bank – in these companies you will be expected to prepare the computations, returns and tax reporting that they require.

Application requirements
In our IT focused age most accountancy firms and Plcs expect graduates and school leavers to apply online for tax positions. Quite often the first stage of the interview procedure is completed online as you are asked to complete verbal and numerical tests. The reason that the accountancy firms specify high grades in maths and english and ask potential trainees to complete numerical and verbal reasoning tests is because competency with numbers and language skills are key components of all tax and accountancy roles.

One of the things that make tax such an interesting career is that it is ever changing.

As a tax trainee you will be expected to prepare computations (e.g. to work out the tax owing after a range of criteria) and you will be expected to write to clients, other advisors at HMRC. You will also need to be able to read and understand legislation. Accountancy firms have also found that there is a correlation between success at GCSE maths and English and success in professional tax exams.

Requirements for professional exams
The professional bodies which offer qualifications in taxation, the Association of Tax Technicians (ATT) and the Chartered Institute of Taxation (CIOT) have different criteria than most accountancy firms. Usually you would take the ATT exams first and the requirements are that you have a good standard of maths and English and that you are over 16.

To do the Chartered Tax Advisor (CTA) qualification offered by the CIOT, you need to prove your eligibility so that you have either already completed the ATT or another relevant professional qualifications such as the ACA (chartered accountants), ACCA (certified chartered accountants) or ICAS (Scottish chartered accountants) or that you have qualified as a solicitor or an Inspector of Taxes.

As well as passing the examinations for the ATT and CTA you need to prove that you have sufficient ‘on the job’ experience working in the field of taxation to actually become qualified. The importance of gaining prior experience in taxation through internships or work placements cannot be stressed enough. For advice on how to gain such an opportunity see ‘How to Secure Tax Internships’ on page 44.

Skills and competencies
However, it is not just about professional qualifications. Tax professionals need other skills to succeed. When HR professionals interview graduates and A level trainees they seek certain character traits or competencies including:

- The ability to work to deadlines
- Client service skills
- Communication skills
- Problem solving ability
- Ability to work under pressure.

Day to day, any tax professional whether based in an accountancy firm, law firm or ‘in-house’ in a finance team will have to juggle a range of deadlines. These could be to complete returns by HMRC’s deadlines, ensure tax is paid, get information from clients or internally to prepare computations or complete legal documentation so a legal transaction can happen or create a report on a piece of tax planning or about a tricky situation such as a client opening an office overseas. In practice, they will be juggling the demands of many clients at once.

A key part of your role is managing client’s expectations and keeping them happy; this is where communication skills come in. Sometimes you will have to tell clients something they don’t want to hear – such as the fact that their own estimates of tax due are too low – this is where you will need to show resilience. As your career progresses you are likely to find that you need both leadership and sales skills to succeed. So as well as considering whether you have the academic ability to make a success of a career in taxation you also need to think about whether your personality traits fit with the competencies required. One of the things that make tax an interesting career is that it is ever changing as successive governments and budgets make their mark on legislation.
CHOOSING AN EMPLOYER

It’s not always easy knowing what type of company to join, or where you’ll fit in best. This article outlines the main types of tax employer, and what kinds of work you could do in each, to help you make the best decision right from the start.

Where do I start?
As a graduate, tax has numerous points of entry. The vast majority of high-level university graduates will join one of the ‘Big Four’ professional services firms – EY, PwC, KPMG and Deloitte.

The ‘Big Four’ firms all have structured training programmes with a definitive progression route to director or partner, and one of the attractive aspects of this route is sponsorship whilst you obtain your qualifications. Consequently, starting out with one of the major public accountancy firms is an obvious choice for the majority of graduates.

There are four main qualifications for tax professionals – Chartered Tax Adviser (CTA), Association of Chartered Accountants (ACA), Association of Chartered Certified Accountants (ACCA) and Association of Tax Technicians (ATT). The ‘Big Four’ will usually sponsor and support you through ACA and/or CTA.

Even though the ‘Big Four’ are the leading tax practices, there are other accountancy firms that offer excellent structure, training and progression. Firms such as Grant Thornton and BDO, often referred to as ‘mid-tier’, are an option for you as a graduate moving into tax. As with the ‘Big Four’, these firms will support and often sponsor you through your tax qualifications.

What if I don’t want to work for an accountancy firm?
There is no denying the majority of new graduates will start out with the ‘Big Four’ or top-tier accountancy firms, but opportunities do exist with ‘in-house’ tax departments. It should be remembered, that in order to get your ACA you must satisfy certain requirements, such as three years’ exposure within professional accountancy. By contrast, the CTA, ATT and ACCA and some other qualifications can be completed by anyone with or without a set amount of experience in tax or accountancy.

Outside accountancy firms and in-house tax departments there are opportunities to start your career from a legal domain. This will mean specialising in tax and qualifying as a solicitor first (except for at some of the larger firms where CTA training may be possible).

Following your qualifications, the opportunity to move up towards partner and/or move in-house to work in the tax field is definitely possible. In fact, across Europe and outside the UK, the vast majority of tax professionals start out as qualified solicitors as opposed to qualified accountants.

The ‘Big Four’ offer a rotation system, which gives you exposure to the different areas within tax.

What will I do?
The work you will do within tax will vary depending on your chosen route.

‘Big Four’
As previously mentioned, the ‘Big Four’ offer a very structured and supportive road to graduates. Starting out you will usually be asked to state a preference as to what area of tax you are interested in working in (Financial Services, Large Corporate, Indirect Tax, Employment Tax, and Private Client amongst others) and you will then progress within these areas to further your knowledge. The ‘Big Four’ do offer a rotation system, which gives you exposure to different areas within tax (for example, you could work for six months in Indirect Tax and then rotate to another department).

Mid-tier
Mid-tier firms will offer a very similar path as the ‘Big Four’, although they are not as large or specialised in structure. Once again you will be asked to elect a preferred area of tax, working in this area throughout the three years needed to gain your qualification.

In-house
Working in-house will be far less structured than at one of the accountancy firms. Quite often the work you will be doing will be more autonomous, with less guidance. Rather than being given work to complete, the onus will often be on you to build your profile and the profile of tax within the business. Arguably, the benefits are that you will be more commercially aware, closer to the business and you will see tax projects through from start to finish, rather than just small parts of a larger project.

It is important to remember that if you start your career in an accountancy firm, systems and procedures are in place to allow you to study and complete your exams with the minimum amount of disruption. Often with in-house tax departments the expectation to study, take your exams and ensure your career in an accountancy firm, systems and procedures are in place to allow you to study and complete your exams with the minimum amount of disruption. Often with in-house tax departments the expectation to study, take your exams and ensure your progression through from start to finish rather than just small parts of a larger project.

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To find out where a career in tax could take you, turn to page 10.
FINDING THE RIGHT JOB

FOCUS ON: PERSONAL TAX

Personal taxes are a hot-button issue presently. Over the last few years, newspapers have been peppered with tales of high profile celebrities taking advantage of ‘immoral’ tax schemes and loopholes. Is this all there is to know about careers in tax or is there more involved in being a personal tax adviser? In this article we look at what the term personal tax encompasses and the types of job role available.

So what is personal tax?
The terms personal tax and Income Tax are used interchangeably. Income Taxes are taxes that you pay (unsurprisingly) on your income, and the term personal tax comes from the fact that it is an individual’s income that is being assessed. This sounds easy enough, until you consider the exemptions – not all types of income and not all types of people are subject to Income Tax.

Personal tax advisers need to understand the long and complex laws governing both who are taxable and what is taxable.

Reporting Income Tax
Individuals who fulfil certain criteria set out by the law are required to send a tax return each tax year to H M Revenue and Customs. The form is to include details of all taxable income received during the preceding year and details of certain expenses. This system is called ‘Self-Assessment’, as the emphasis is on people supplying the authorities with information rather than the authorities pursuing individuals. Advisers who deal mainly with completing and filing client tax returns are described as having a ‘compliance’ role, and they usually use special software to help them. The time it takes to complete a tax return depends mainly on the complexity of the client’s affairs – some returns can take many hours to compile.

At graduate level
Most personal tax advisers will start their career in a compliance role, and many remain in compliance for their entire career. Tax laws are continually changing, so although often the clients that an adviser deals with year after year will largely stay the same, the issues those clients face are likely to evolve.

As a graduate you are likely to be required to complete a qualification such as the ATT or CTA while on the job. As you become more knowledgeable you will get more involved in tax planning for your clients or move into an advisory role. An advisory role can include things like helping a client to structure his business, make use of available tax reliefs, and structure sales so as to be tax efficient. In reality most personal tax advisers are involved with a mix of compliance and advisory work, unless they work in a very specialised team.

Tax schemes and loopholes
Tax advisers may also be involved in talking to clients about whether or not they should use convoluted schemes to avoid paying tax. Currently this is a controversial area, as many of the available schemes are being challenged by HMRC. Although this type of tax planning attracts media attention, it usually represents a very small area of a typical tax adviser’s job.

Big firm vs. small firm
Many of the top accountancy firms in the UK offer graduate programmes, internships and placements. Working and training with a big firm of accountants, especially at any of the Big Four, will give you lots of experience fast. At larger firms you are more likely to have exposure to more complicated personal tax cases, which will look excellent on your CV if you eventually decide that working for a big firm is not for you. The pace of life can be faster and exam pressure often more stressful if you chose to train at a big company, but this is not without its rewards.

Training at a small or medium-sized firm might be preferable if you would like to get involved in more than one area of tax, or if you don’t like the idea of working in a large city, where larger firms of accountants are usually based. When applying for a job and going to interviews you should always try to find out as much about the company as possible, and think: ‘would I fit in here?’

In the long run it makes little difference where you start your career in tax, as all tax experience, in whatever guise, has merit.

Further specialisation
Personal tax advisers may become experts in understanding the implications for different types of business structures such as partnerships, sole traders and owner-managed businesses. It is also possible within these specialisms to further specialise in different types of trades – solicitors, architects, tradespeople, property developers, etc.

Skills Needed
A career in personal tax will suit anyone who is interested in both mathematics and law, as the workload requires you to be both numerate and able to understand and apply complex laws. Interestingly, the profession is veering away from the traditional ‘chained to the desk, droning voice’ stereotype, and it is becoming more important for advisers to be excellent front of house staff. Advisers make their money by being able to communicate potentially complicated ideas and strategies to their clients. A good personal tax adviser must build positive relationships with their clients, which can involve meetings, telephone calls, emails, letters and sometimes working lunches. Perhaps the clue is in the name – a personal tax adviser should ideally be a ‘people person’.

The benefits of being a personal tax adviser? A career in tax is one of the privileged professions to be both lucrative and potentially very flexible at the same time... Plus, you won’t have to pay someone else to do your tax return each year! ●

Robyn Milstead qualified as a Chartered Tax Adviser in 2012 and now works for a small company specialising in large partnerships and consultancy.
HOW TO SECURE TAX INTERNSHIPS

With the increasing pressure of university fees and living costs, many students have
to work over the summer period. Securing an internship that is relevant to your
career goals and life aspirations can give insight into your desired career – to ‘try
before you buy’ – and could also lead to gaining a graduate role.

So, where to begin?
There are a number of tax internships available in
the market every year which usually last 6-10
weeks. If you want a career in tax then securing
one of these roles will give you real insight
into what a career would entail. No matter
how much you read or talk to people, actual experience is the most valuable asset in helping
you to make that enormous, daunting decision.

By completing an internship, not only are you
gaining valuable insight into making the right
career decision, you will also be:
• Gaining valuable work experience.
• Gaining experience of both interviews and
assessment days.
• Possibly securing a graduate position.
• Getting paid! Win-win!

Next steps
Now that you have decided to secure an
internship, you will need to start thinking about
the places you want to work and experiences
you want to gain.

The best piece of advice at this point is
to research, research and research! Most
employers will open their internship
opportunities in the September prior to the
internship starting. You will therefore need to
be aware of when employers are opening
their internship programmes.

APPLYING AND GETTING THE JOB
It’s worth bearing in mind that, in many ways,
the processes for applying for an internship and
a graduate job are similar.

Before the interview
Preparation is key. List all the skills and
behaviours required for the role. This will
highlight the job’s duties and responsibilities.
Use this to identify the skills and behaviours
that are required for the role and are therefore
likely to be assessed. For each competency,
skill and behaviour think of specific examples
of situations in which you have demonstrated
these attributes. Have these examples in your
mind during the interview, so that you are
able to refer to them when the situation arises.

Use techniques such as the STAR model in
preparing for your interview. It is also useful to
keep in mind when responding to questions, as
it provides a logical structure to your answer.
The STAR model describes the following:
• Situation: the context of your example
• Task: what you had to do
• Action: what you did; how and why you
  did it
• Result: the outcome.

During the interview
Interviewers are looking for certain skills for a
particular job, but personality is also important,
so be yourself. Unless specifically told otherwise,
wear a suit/business attire. It’s much better
to be overdressed than underdressed and it shows
you’re serious about the job.

Ensure that you listen carefully and fully
understand the question and what is required
before responding. Do not feel that you have
to immediately jump in to responding to
a question. The interviewer is interested in
you and your suitability for the role. When
providing an example it is therefore important
to demonstrate what you personally did in
that situation. Use genuine examples and be
prepared to have your examples explored in
more depth. Be specific in your responses,
providing clear and concise information.

APPLICATION FORM TIPS:
• Plan your answers – when applying
  online, write your answers in a Word
  document first. Your answers will be
easier to check in this format and
you can copy and paste them when
you are ready.
• Get to the point – instant impact
  is best. Decide what information
  is most relevant to the job you are
  applying for and put it at the top of
  your application.
• Don’t make it up – interviews could
  be based on the answers you’ve
given to application questions. Don’t
exaggerate; you don’t have to have
saved the world to impress!
• Give examples – you need to
  show examples, however small, of
where you’ve had a positive impact
on a situation.

A tax internship will enable
you to gain a general
understanding of tax, develop
new skills and build your
commercial awareness.

You could be working with colleagues in other
business lines to provide the support and
advice required by our clients. Your role would
be to assist the team with their day-to-day
client work, and this could include:
• Preparation of company and personal
tax returns.
• Provision of advice to current client base.
• Preparation of engagement letters and
fee proposals.
• Attendance at client and internal meetings.
• Gaining a better understanding of the
firm’s processes (e.g. winning work, the
subsequent engagement, working with the
client and finally billing).
• On-the-job training and attending courses.

How to secure tax internships
Before you buy’ – and could also lead to gaining a graduate role.

To help kick-start your search:
• begin your research a year before the internship
• employers will open their internship
opportunities in the September prior to the
internship starting. You will therefore need to
possibly securing a graduate position.
• Getting paid! Win-win!

What an internship might involve
A tax internship will enable you to gain a
general understanding of tax, develop new skills and
build your commercial awareness, plus you will
get excellent networking opportunities with
recent graduates, managers and partners.

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ABOUT THE CIOT

The Chartered Institute of Taxation (CIOT) is the leading professional body in the UK for advisers dealing with all aspects of taxation. Read about the organisation, its history, goals and the benefits of CIOT membership.

The Chartered Institute of Taxation (CIOT) is the senior professional body in the United Kingdom concerned solely with all aspects of taxation. With a membership based broadly across the professions and across occupations in industry, commerce, the public sector and the taxation authorities, the bond between members, whether they are salaried employees, partners in large professional firms, or sole traders, is a common interest in taxation.

The CIOT was founded in 1930, achieved charitable status in 1951 and was granted its Royal Charter in 1994. The Institute’s purpose, as laid down in its governing articles, is to: advance public education in, and promote the study of, the administration and practice of taxation. The grant of the Charter by Her Majesty the Queen in April 1994 has been the event of greatest significance in the Institute’s history. The Charter is formal recognition that the practice of taxation has become a separate profession.

By setting the highest standards of excellence and integrity the Institute’s aim is to continue to be the leading UK body for tax professionals. Education is a major part of this objective.

The Institute’s first examination was held in 1932 and consisted of four papers. The British College of Accountancy commented that the examinations were too hard and so an intermediate exam was introduced. This system of intermediate and final examinations existed until 1989. At that time The Association of Taxation Technicians was established and its examinations took the place of the old Institute’s Intermediate examination.

Completing the ATT examination is one way of qualifying for Confirmation of Eligibility, which is a prerequisite to sit the examination and then to advance to membership status of the Institute.

The Advanced Diploma in International Taxation (ADIT) qualification was introduced in 2003, in recognition of the demand for a specialist diploma to meet the needs of international tax practitioners in the corporate area. Just as the CTA qualification indicates that the individual has a certain level of competence in UK tax matters, so the diploma indicates a high level of competence in international taxation. Completion of the ADIT examination also entitles students to apply for Confirmation of Eligibility for the CTA examination, as well as an exemption from one of the tax papers.

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The letters ATII and FTII to denote Associates and Fellows of the Institute respectively had been in use since 1935, until September 2002 when they were replaced with the new designatory initials, CTA and CTA (Fellow). This was to reflect the fact that Members of the Institute may use the practising title of ‘Chartered Tax Adviser’, as granted by the Privy Council in September 1997.

The Institute’s influence on direct tax administration in the last 70 years is inestimable. There can hardly be a single measure on which its comments have not been taken into account.

Members of the Institute is made up of Associates (CTAs), and Fellows (CTA (Fellow)). These members include tax specialists running their own practices, tax barristers, those who work for law and accountancy firms, including most of the UK’s leading tax experts, and HM Revenue & Customs and other government personnel.

Continuing professional development

The Institute organises two weekend residential update conferences, one-day conferences on Indirect and International Indirect Tax and on the Finance Bill, all on an annual basis.

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Members also have the opportunity for participation in technical and social activities organised by the Institute’s branches, situated in the UK and abroad.

Careers

Although the Institute does not employ taxation trainees or tax advisers directly, it aims to promote taxation as a career. This is achieved through advertising, attending careers fairs and supplying free careers literature to any interested parties.

Library

Members and students have use of the Institute’s Tony Arnold Library, which is situated at King’s College London, including access to theses and bodies of work written by successful candidates for Fellowship and a number of online information databases. This includes access to (and an entry in) an online directory of Chartered Tax Advisers, showing all Institute members and their areas of specialisation.
ABOUT THE ATT

The Association of Taxation Technicians (ATT) sets the benchmark in technical education and qualification for taxation technicians. It is the leading professional body for qualified taxation technicians who specialise in complying with UK tax obligations, compliance services and related activities.

The ATT is the leading professional body for those providing tax compliance services and related activities in the UK. Our members are qualified by examination and practical experience to assist individuals and businesses in complying with their tax obligations.

The ATT was formed in 1989 to provide a qualification for those engaged in tax compliance. The creation of the Association grew out of the development of taxation as an independent professional activity in its own right and the clear need for a qualification specifically related to the field of tax compliance.

The Association’s examination provides an excellent basis in UK taxation together with the relevant law and accountancy principles. A successful candidate – who also fulfils the practical experience criterion – acquires a qualification that is recognised in the professional world as a Taxation Technician and use of the designatory letters ATT. Fellowship of the ATT denotes the letters ATT (Fellow). The ATT qualification provides a solid foundation from which to build a future career in taxation or related fields.

Ethics, discipline and support
All members are subject to an ethical code that governs their professional conduct. Reported breaches of the code, or failings in the quality of service, are referred to the Taxation Disciplinary Board. This is an independent body established by the Association and the Chartered Institute of Taxation (CIOT) to handle all complaints against members of both bodies. If the alleged breach of ethics or standards is established by the Disciplinary Committee of the Taxation Disciplinary Board it can impose penalties or, in a serious case, exclusion from membership.

ATT members have direct professional access to members of the General Council of the Bar in England and Wales, the faculty of Advocates in Scotland and members of the General Council of the Bar in Northern Ireland. Members also have access to a counselling service with regard to professional and personal issues.

Continuing professional development
The Association organises a yearly members’ conference that is taken to different venues around the UK as well as a number of one-day and half-day seminars. The Association also offers two student training conferences each year, run in spring and autumn in preparation for the May and November examination sessions. These are held in conjunction with The CIOT.

The ATT is the leading professional body for technicians. It is the leading professional body for qualified members and students within their areas with technical and social activities.

Membership
An increasing number of members are using their ATT qualification to practise in their own right and to provide tax compliance services directly to the public.

Since admitting its first members in January 1990, the Association’s growth in membership has exceeded all expectations. Many members hold a qualification from another professional body and have seen the ATT as a natural addition. The largest source of members, however, comprises those engaged in tax compliance. Increasingly, the Association is recognised as the professional body for this growing group of tax practitioners.

Since 1 January 2011 members of the ATT who have obtained 10 years’ membership have been able to apply to become Fellows of the ATT using the post nominals ATT (Fellow) and the title Taxation Technician (Fellow).

Management of the Association
The affairs of the Association are directed and managed by a council, supported by committees and working parties. The largest is the Member Steering Group, one of whose primary aims is to ensure that the Association is responsive to the needs of present and future members, those who employ them and those who use their services. Members of the council and the committees give considerable amounts of their time to the Association, on a voluntary basis.

The ATT has worked with other professional bodies and employers to create a new Higher Apprenticeship programme in tax which is closely aligned with the requirements of the existing ATT professional qualification, enabling Apprentices to secure that professional award as part of their Apprenticeship. The programme will provide employers with a new model for recruitment and development from a broad, diverse talent pool, particularly aimed at young people leaving school or college aged 18. The new programme will equip apprentices with the range of technical knowledge, broader business skills and competencies they need to be productive employees in the professional services.

Publications and communications
The Association publishes, with the CIOT, a monthly journal called Tax Adviser and the annual Essential Accounting for the Tax Practitioners. In addition to this, the Association publishes the Essential Law for Tax Practitioners and the Professional Responsibilities and Ethics manuals, which form the basis for the Law and Professional Responsibilities and Ethics E-Assessments.

Tax Adviser, a journal which all members receive as one of the benefits of membership, includes technical articles, current tax notes, details of recent tax cases and news from the Institute and Association. Members also receive an annotated copy of the annual Finance Act or Acts, an annotated copy of other tax acts or publications as the council may decide (this currently includes a copy of Tolley’s Tax Guide).

The Association communicates regularly with its membership and its students through the website and by email and through the monthly ATT Members’ News and quarterly Students’ Newsletter, emailed to all registered students. Newsworthy items and technical topics of note are released to the professional press and general media.

Library
Members have use of the Institute’s Tony Arnold Library, which is situated at King’s College, London, including access to theses and books of works written by successful candidates for CIOT Fellowship and a number of online databases.

For further information, please contact:
The Association of Taxation Technicians
1st Floor Artillery House
11-19 Artillery Row
London SW1P 1RT
T: 020 7340 0550
E: info@att.org.uk
www.att.org.uk
www.facebook.com/ourATT
www.twitter.com/attstudent

You can find out more about the ATT online.

Higher Apprenticeship programme
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See more at www.att.org.uk
TAX EXAMS - WHAT’S INVOLVED?

Passing the Association of Taxation Technicians (ATT) and the Chartered Tax Adviser (CTA) examinations are important steps to becoming a successful taxation professional. Find out more about the different exam routes and what they require.

Examination pass mark
The pass mark for each CTA and ATT examination paper is 50% of the total marks. Candidates who receive a mark of 50% in any paper will be awarded a credit in that paper. It is not necessary to sit all the papers at the same sitting (although you may if you wish). The two E-Assessments can be sat separately. You will be able to sit the E-Assessments at a time of your choosing at examination centres throughout the UK. You will be asked to answer 60 questions on a variety of choice and multiple response formats, in some cases related to a practical scenario. Alternative questions for Scots Law candidates will be provided where appropriate. To pass the paper, 40 or more questions out of 60 must be answered correctly.

Important CTA and ATT exam information
The written examination is held each year in May and November. You need to be registered as a student with us for at least six months before the first written examination you intend to sit, however you can sit the E-Assessments 21 working days after your registration has been confirmed.

You should be registered by:
• 30 April for the November examination
• 31 October for the May examination of the following year.

You can register as a student and enter for the exams online via the CTA (www.tax.org.uk) and ATT (www.att.org.uk) websites. You are not automatically entered for the exams when you register as a student.

The last date for submitting an examination entry is as follows:
• 28 February for the May examination
• 31 August for the November examination.

In exceptional circumstances the Institute and Association may, at its absolute discretion, accept an application for late entry (up to one calendar month after the initial deadline) on payment of an additional fee, currently £100. The papers can be sat in any order you wish.

CTA
The CTA examination is a modular examination structure. There are two sittings of the examination in May and November of each year.

On registering with the CIOT you must register as either a Direct or an Indirect Tax student.

If you are planning on sitting the Indirect Tax route then you will have to follow a specific examination route.

You are required to sit four papers on taxation. Three of these are three and a quarter hours in length (this includes 15 minutes of pre-examination reading time).

Please note the Awareness paper is only three hours in length and does not include any pre-examination reading time.

The four taxation papers are as follows:
• Two Advisory papers
• One Awareness paper
• One Application and Interaction paper.

In addition there are two one-hour E-Assessments, one on Professional Responsibilities & Ethics and one on Law.

Compulsory examinations.

You choose three modules from the Awareness paper – these cannot be the same as the corresponding Advisory papers chosen or credits awarded for the Advisory papers (three hours in length).

CTA Direct Tax Route Examinations

You choose two Advisory papers (three hours in length plus 15 minutes reading time). You are unable to choose the two VAT Advisory papers (VAT on UK Domestic Transactions, IPT & SDLT and VAT on Cross-Border Transactions & Customs Duties) on the direct tax route. If you wish to sit these two VAT Advisory papers then you will follow the indirect tax route examination structure.

You choose one Application and Interaction case study (three hours plus 15 minutes reading time).
**CTA Indirect Tax Route Examinations**

You take three modules from the Awareness paper: two compulsory and one a choice between **Taxation of Unincorporated Businesses** or **Corporation Tax** (three hours in length).

You take two Advisory papers (three hours in length plus 15 minutes reading time).

You take one Application and Interaction case study (three hours in length plus 15 minutes reading time).

Compulsory examinations.

**Conditions:**
1. You can apply to sit the Advisory and Application & Interaction papers first providing you are also sitting the Awareness paper at the same time.
   a. If you fail all papers entered, you must pass the Awareness paper first in order to be able to re-sit the others.
   b. If you pass any paper but fail the Awareness, the passes will be valid for five sittings thereafter, during which you must complete the remaining exams, including the E-Assessments.
2. If you hold certain other professional and academic qualifications, condition one would be irrelevant and you can sit any of the written examinations. Details of such qualifications can be found on the CIOT website under the Indirect Tax route information.

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**ACA CTA Joint Programme**

This new ACA CTA Joint Programme enables you to become an ICAEW Chartered Accountant and Chartered Tax Adviser in three to four years providing you have met the criteria for membership, which includes undertaking relevant professional work experience.

It has been designed specifically for students who want to specialise in tax.

The programme offers two routes through which you can either specialise in the tax affairs of FTSE 350 companies (or other large corporates), or in indirect tax, from the start of your training. This programme can be undertaken by both new ACA students and current students who have not yet completed the ACA Professional Level.

**Study route**

A typical study route to completing the ACA CTA Joint Programme is outlined in the diagram on the facing page. On completion of steps 1-5, all exam requirements for both qualifications will be satisfied.

The two routes

- **Taxation of Major Corporates**
  To achieve both the ACA and CTA qualifications, you must study and pass 14 of the 15 ACA modules as well as the other components of the ACA. You will not sit the Professional Level Business Planning: Taxation module but will sit:
  - CTA Advisory Paper: VAT on UK Domestic Transactions, IPT & SDLT; and
  - Professional Responsibilities & Ethics E-Assessment.

**Extra information**

You will continue to study for the ACA and CTA qualifications with your selected tuition provider. The Taxation of Major Corporates examination will be available to sit during the ACA Advanced Level exam sessions in July and November (starting from July 2014). The Taxation of Major Corporates paper will be sat at the same time as the ACA Advanced Level module exams. The CIOT papers, required for students to achieve the CTA qualification, can be sat at the CTA exam sittings in May and November. The ADIT Paper is sat in June and December.

**Registration**

You will need to register as an ACA student with ICAEW. When you have your ACA student number, you can register with the CIOT and become a student on the ACA CTA Joint Programme. You will be asked to submit your ACA student registration as confirmation of eligibility to the CIOT.

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For graduate jobs, internships & placements visit [www.insidecareers.co.uk/tax](http://www.insidecareers.co.uk/tax)
ACA CTA Joint Programme Exam Structure

ACA Certificate Level modules
CTA Professional Responsibilities & Ethics examination (must pass before final CIOT examination)
ACA Professional Level modules (except Business Planning: Taxations)
ACA Advanced Level modules and first choice CIOT examination
Final choice CIOT examination from a prescribed selection

ATT

This is a modular structure offering a choice from six free-standing Certificates of Competency, so if a candidate works wholly in, for example, personal tax compliance they will be able to take an examination in that topic only. This will lead to the award of a Certificate of Competency in that topic.

For full membership, three written papers must be passed together with the two E-Assessments, and the experience requirements must be satisfied.

The Certificate papers are as follows with law, ethics and accounting issues examined in each paper, determined by their relevance to that paper. Each written Certificate paper examination is three and a quarter hours in length with 15 minutes reading time included. Each examination focuses on demonstrating achievement in:

Certificate Paper 1 – Personal Taxation
• Preparing the information of income and capital gains to be included in the SA personal tax return and any associated computations.
• Submitting the return and computations under UK self-assessment
• Completing a client’s claim for tax credits.

Certificate Paper 2 – Business Taxation & Accounting Principles
• Preparing the information to be included in SA tax returns for sole traders or partners.
• Preparing the information to be included in the SA partnership tax return.
• Preparing the information to be included in CTSA returns for companies.
• Preparing any associated computations in relation to the above.
• Submitting returns and computations under self-assessment and CTSA.

• Preparing the return and computations under self-assessment.
• Completing and submitting VAT returns.

Certificate Paper 4 – Corporate Taxation
Dealing with all aspects of the Paper 2 syllabus in more complex situations. This paper is not intended to be a corporate tax paper, rather it will focus on the taxes that affect corporate businesses and their owners.

• Preparing the information to be included in the SA Trust & Estate Tax Return.
• Preparing any associated computations in relation to the above.
• Submitting the return and computations under UK self-assessment.

Certificate Paper 6 – Value Added Tax
• Preparing the information to be included in the VAT Return for a taxable trader
• Computing any annual or periodic adjustments to be included in a VAT return.
• Being aware of any special schemes available for taxable traders generally, and to be able to complete returns where such schemes apply.

Four compulsory examinations

1. Personal Taxation
2. Business Taxation & Accounting Principles
3. Business Compliance
4. Corporate Taxation
5. Inheritance Tax, Trusts & Estates
6. VAT

Your choice of any one of these four papers

Your choice of any one of these four papers

For graduate jobs, internships & placements visit www.insidecareers.co.uk/tax
EMPLOYER DIRECTORY

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Saffery Champness 72
Smith & Williamson 74
The firm
Clement Keys LLP is one of the largest independent firms of chartered accountants in the West Midlands, with over 100 employees. We provide an empowering and supportive working environment, resulting in an enjoyable and fulfilling career prospect.

Being a single office practice (our office is based in Edgbaston in the West Midlands), you will quickly become a valued member of the team and have the opportunity to work with all the partners and staff.

Our approach is designed to give you the training you need to do your job effectively and develop personally to deliver the highest quality of service expected by our clients.

An ‘Investors in People’ champion, we offer training and development opportunities that are not only fundamental to our continued success but also demonstrate the investment we make in our employees.

All our employees are valued and helped to achieve a work/life balance. The ‘client experience’ and variety of work makes your career at Clement Keys LLP unique. From small entrepreneurial start-up businesses to well-established corporate entities and listed companies, we work hard to deliver a superior personal service.

Clement Keys LLP has a formidable reputation in the provision of services in the spheres of general accountancy, tax planning and auditing. Our services include:

- Audit
- Corporate finance
- Management support services
- Pensions and charities
- Service charge
- Tax

Our values
We pride ourselves on our reputation for quality, reliability and service, and recognise that this is built on the commitment and capability of our employees. A number of high-profile awards have recognised our success as an employer, a service provider and a member of the wider community.

At Clement Keys LLP we give equal value to our employees, the individual contributions they make and the skills, experience and commitment they bring. Our employees are professionally trained and encouraged to be:

- Business aware
- Client focused
- Socially responsible
- Visionary
- Proactive in providing a positive contribution to the firm.

Our benefits
The firm has a flexible remuneration package, including:

- A competitive salary
- Life assurance
- Pension scheme
- Private healthcare and sight tests
- Option to buy up to five days’ annual leave each year
- Childcare vouchers
- Study support for relevant professional qualifications
- Payment of professional membership fees.

Non-financial
- Social events/charitable giving
- Work/life balance
- Supportive/friendly office environment
- Learning and development opportunities
- Possibility of working one day a week at home
- Career progression.

Please note, some of our benefits are dependent on grade and position.

Graduate recruitment
Our graduates train as general practitioners and receive a wide range of experience from the first day they join us. Students join our audit and accountancy department, spending an average of a few weeks on each assignment.

The support you will receive as a trainee
Whilst you are studying towards your professional qualification, the firm will offer you:

- Ongoing study support
- Professional development
- Practical experience working with a variety of teams.

Training programme
Our graduate training programme lasts for 36 months and will include a combination of professional tuition and external courses, internal technical training and continuous ongoing support. This will equip you with the skills you will need to meet the challenges of your practical experience when you qualify. Your professional training will take place at one of the market leading training providers in Birmingham City Centre.

Why join Clement Keys LLP?
There are many reasons to join Clement Keys LLP, but ultimately, we believe that our staff are our biggest asset. With regular social events, Clement Keys LLP is an enjoyable firm to work for.

Entry requirements
Applications from students are accepted from any subject or degree discipline. To apply for a training contract you will be expected to meet the firm’s entry requirements which is a 2:2 degree in any discipline and 300 UCAS points. In addition to your proven academic ability, you will be able to demonstrate strong interpersonal skills.

When to apply
Applications are accepted from September onwards for graduate training schemes which commence at the end of August each year.

Contact information
Craig Bayley
Training Manager
8 Calthorpe Road
Edgbaston
Birmingham B15 1QT
T: 0121 456 4456

Company details
- No. of employees: 100
- No. of partners: 7
- No. of trainees: 30
- Type of job opportunities: Graduate jobs, internships
- Offices recruited into: Birmingham
- International opportunities: Yes
- Disciplines recruited from: All degree disciplines
- Min. UCAS points: 300
- Starting salary: Competitive
- Benefits: 28 days’ holiday, pension scheme, study support, life assurance and social events
- Graduate application deadline: Ongoing until vacancies have been filled
- Undergraduate application deadline: Ongoing until vacancies have been filled
- Application method: Application form by email or post
- *Apply from January onwards each year
- Contact information: Craig Bayley
- Training Manager
- 8 Calthorpe Road
- Edgbaston
- Birmingham B15 1QT
- T: 0121 456 4456

For graduate jobs, internships & placements visit www.insidecareers.co.uk/tax
KPMG in the UK has 22 offices and is part of a global network of member firms offering Audit, Tax and Advisory services to some of the world’s biggest businesses. KPMG’s vision is simple – turn knowledge into value for the benefit of its clients, people and stakeholders.

Our people are at the heart of our continued success and being part of KPMG is being part of a community of talented and innovative people, working together to have a positive, lasting impact on our clients. No one type of person succeeds at KPMG; a diverse business requires diverse personalities, characters and perspectives. There really is a place for you here.

At KPMG, your long-term future is every bit as important to us as it is to you. That’s why our aim is to give you experiences that will stay with you for a lifetime. Whether it’s great training and development, mobility opportunities or corporate responsibility volunteering activities – you’ll gain a wealth of experiences on which to build a rewarding career. We’re proud of our culture – it’s one that recognises hard work, encourages new ways of thinking and embraces diversity and inclusion. We have an innovative spirit which inspires what we do and how we do it – striving to be better lies at the heart of who we are.

We’re at our best when you’re at your best; that’s why we’ve created ‘Our Deal’ and ‘The Academy’. They’re our way of recognising and rewarding our colleagues for giving their best at work. Through ‘The Academy’, you’ll have access to communities which will support and develop you so that you build your skills and career. From introducing secondment programmes to preferential banking, and student loan payments to your birthday off, we’re making sure that our people have an amazing experience.

To find out about specific entry requirements, please visit KPMG’s website: kpmgcareers.co.uk/insidecareers.

“Choosing a graduate programme, I wanted to join an employer that’s genuinely people focused. KPMG was the obvious choice. Here I get access to every opportunity to achieve my full potential and help others achieve theirs. It’s the best of both worlds.

I was encouraged to enter a competition to use everything I’ve learnt to help people outside of the business as well. My team won! The prize was to put our ideas into practice. So, I went to Tanzania to work with a charity to empower young people to make a difference to their communities. It was challenging, but I had the support of my team in the UK. I don’t think I could find these opportunities, responsibilities or support anywhere else.”

Visit kpmgcareers.co.uk/insidecareers to find out more about careers for undergraduates and graduates from all degree disciplines in Audit, Tax, Advisory, Technology, Marketing and HR.
Firm structure
Established over 100 years ago in London, Kreston Reeves have built a growing reputation for our award winning tax and financial advice. Today, we have offices in Kent, Gatwick and London.

We believe it is about understanding our clients’ needs in order to provide a personal, proactive and professional range of financial services. Although some of our main functions include auditing and accounts preparation, we see ourselves more as the complete professional services firm, providing advice to our clients across a range of areas including corporate, personal and international tax.

Training contract
Few financial disciplines change as fast as tax. New legislation and changing circumstances means that every year is different. As we continue to support our clients using our specialist expertise, we need agile and intelligent minds who can grow with us in this ever-changing industry.

Commitment and loyalty are central both to our client relationships and our approach to those who would like a career with us.

The first step in your training is to complete your ATT study and become a fully qualified tax technician. Our approach to professional development is a two-way collaborative responsibility and further study support could be available for you to become a Chartered Tax Advisor. We expect you to take the initiative for directing your career and we will help you achieve your goals in terms of professional satisfaction, career progression and personal development. We will support you financially, help you to achieve your professional goals and promote your personal development in return for your hard work and commitment to us.

GO ONLINE FOR:

Careers information
- Overview of the profession
- CV, application & interview advice
- Industry updates
- Career guide PDF
- Employer Q&As

Recruitment services
- Graduate jobs
- Internships & Placements
- Insight Days
- Employer directory
- Job search & job alerts
- Deadlines calendar

www.insidecareers.co.uk/tax
Mazars is an international accountancy firm, from the first day you arrive, you will be welcomed with rewarding work, a great client list and supportive colleagues – all the crucial ingredients you need to inspire and educate you as you study for your professional qualification.

Obtaining your professional qualification is just the beginning! There are plenty of routes your career can take you.

For example:

- Progress to a managerial position
- Work in one of our overseas offices
- Specialise within your area of expertise
- Transfer to another business area.

Be part of something global, integrated and world class.

Mazars Graduates

Go from Trainee, to Qualified Business Professional, to the Top of your Game!

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For example:

- Progress to a managerial position
- Work in one of our overseas offices
- Specialise within your area of expertise
- Transfer to another business area.

Be part of something global, integrated and world class...
About us
Menzies LLP is one of the UK top 20 independent accountancy firms in London and South East region, employing 400 people across 8 offices in London, Surrey, Hampshire & Cardiff. Our tax team brings together specialists in all the major tax disciplines to provide an exemplary tax advisory service to our client base that is predominantly owner managed businesses.

ATT Tax Trainee Programme
We are actively looking to recruit a talented Graduate or Apprentice to be our next Tax Trainee in our dynamic & growing office in Woking, Surrey. We offer a personable, friendly and supportive training experience including expert guidance and tuition as well as a coherent approach to work experience. Our ATT (Tax Technician) trainees have early exposure to client work, performing an essential role in support of Tax Advisors to meet their clients’ needs. Over a period of 2 years, trainees are expected to achieve the ATT qualification and gain from the practical work experience and in-house training they also receive.

Your career with Menzies doesn’t just stop once you complete your ATT qualification and you might be able to study further for the CTA qualification (Chartered Tax Advisor). We invest heavily in the training and development of our staff, helping them to achieve their aims and objectives and further their careers. This core philosophy is why we won the Best Business for Training and Development Award at the South London Business Awards 2010.

Job Opportunities

**Type of job opportunities**
Graduate jobs and placements

**Offices recruited into**
London, Egham, Woking, Farnborough, Leatherhead and Whiteley (Southampton)

**International opportunities**
No

**Disciplines recruited from**
Accounting & finance, business management and economics

**Graduate jobs**
No. of graduate jobs 5

**Min. degree required/expected**
2:1

**Min. UCAS points**
300

**Starting salary**
£19,000 - £24,000

**Benefits**
23.5 days’ holiday, healthcare, pension scheme, flexitime, life assurance and social events

**Graduate application deadline**
31 January 2016

**Undergraduate opportunities**
No. of undergraduate opportunities 2

**Undergraduate application deadline**
31 March 2016

**Application method**
Covering letter and CV online or by email

**Contact information**
www.menzies.co.uk/en/accountancy-careers/

**How to apply**

**Starting salary**
Competitive

**Benefits**
23 days’ holiday, pension scheme, study support, flexitime, employee assistance programme, season ticket loan, life assurance, bike scheme and social events

**Graduate application deadline**
Opens: 1 September 2015
Closes: 31 January 2016

Menzies LLP is one of the UK top 20 independent accountancy firms in London and South East region, employing 400 people across 8 offices in London, Surrey, Hampshire & Cardiff. Our tax team brings together specialists in all the major tax disciplines to provide an exemplary tax advisory service to our client base that is predominantly owner managed businesses.

Mercer & Hole is a modern firm but with roots established in 1905 by the founding partner, William Mercer. Whilst Mercer & Hole initially provided just audit and accountancy services, linked to the necessary tax calculations and returns, we now work with business and private clients on many varied aspects of their financial affairs, for example, offering taxation and trust services, business development, financial services, corporate finance and rescue, recovery, and insolvency services. One of the top 50 firms of accountants in the country, we are also one of the top 20 firms for taxation services. Two of our number are former presidents of the Chartered Institute of Taxation and another is a leading UK lecturer in this field.

In response to the increasingly international nature of business, Mercer & Hole became a founder member of The International Accounting Group (TIAG) and through this network and its sister network of legal firms TAGLaw, we can recommend firms to provide accounting and legal services abroad.

As well as offering you the opportunity to work for an expanding and reputable firm, trainees are offered the following:

- Full training, sponsorship and support for professional study (ATT, CTA) or (ACA, CTA)
- Study leave
- Competitive salary
- Company pension scheme
- Life assurance
- Childcare vouchers
- Career progression.

We also offer trainee opportunities in audit/accountancy, corporate finance and rescue, recovery and insolvency.

Registered by the Institute of Chartered Accountants in England & Wales to carry out audit work. Authorised and regulated by the Financial Services Authority.

**How to apply**

**Application method**
Application form via email or post

**Contact information**
recruit@mercerhole.co.uk
www.mercerhole.co.uk/p/Graduate-Programme

**Company details**

**No. of employees**
315

**No. of partners**
15

**No. of trainees**
26

**Job opportunities**

**Type of job opportunities**
Graduate jobs

**Offices recruited into**
London, Milton Keynes and St Albans

**International opportunities**
No

**Disciplines recruited from**
Any, although law would be an advantage

**Graduate jobs**
No. of graduate jobs 9

**Min. degree required/expected**
2:2

Min. UCAS points
280

**Starting salary**
Competitive

**Benefits**
Corporate study support, flexible working and study leave

**Graduate application deadline**
Opens: 1 September 2015
Closes: 31 January 2016
What we do
Our purpose is to build trust in society and solve important problems. We do this for our clients by helping them tackle complex business challenges, improve how they work and create the value they need.

Tax opportunities with PwC
Our tax practices deal with clients of all sizes, finding innovative ways to help those organisations. By keeping pace with, and understanding, regularly changing tax regimes – at home and overseas – we help multinationals, UK companies, privately-owned organisations and family businesses manage their affairs efficiently.

You could join us in either:
Corporate tax – Whilst keeping pace with the regularly changing tax rules, at PwC, one of the largest and most experienced corporate tax practices in the UK, you’ll help companies manage and minimise their tax costs and risks.

Human Resource Consulting – You’ll help some of the world’s leading employers make the most of their biggest asset – their people. You’ll join us in a diverse area and you could work on everything from UK and international pensions to communications, employment law and employee incentives to tax compliance.

Indirect tax – In this highly commercial, ever-changing and extremely wide-ranging field you’ll be advising businesses on all areas of indirect tax such as VAT, while building your knowledge and expertise, working with clients on matters critical to their business.

Although you’ll join one of the areas above, we value agility so you’ll be actively supported to gain experience in other areas of Tax.

So join PwC. We’ll help you reach your full potential.

Take the opportunity of a lifetime.

pwc.com/uk/work-in-tax
facebook.com/PwCCareersUK
twitter.com/PwC_UK_Careers

The experience stays with you
Opportunities are at the heart of a career with PwC. Opportunities to grow as an individual, to build lasting relationships and to make an impact in a place where people, quality and value mean everything. If you have what it takes to boost the performance of some of the world’s biggest companies and help them handle a wide range of business issues and complex commercial challenges, we have what it takes to make sure you thrive.

Take the opportunity of a lifetime
pwc.com/uk/careers
/pwccareersuk
@pwc_uk_careers
About Saffery Champness
As a top 20 UK accountancy firm, and advisers to some of the UK’s wealthiest individuals, Saffery Champness is a dynamic and exciting place to launch your career.

Through hard work and innovative thinking – to say nothing of the personal touch which has long been our trademark – we have achieved strong market positions across a range of sectors, but particularly private clients.

Our style is personal and we value our strong client relationships and genuinely partner-led service. Providing excellent training and development opportunities for staff is an important part of what we do, as our long-standing Investors in People accreditation demonstrates. We are also very proud to have been named as one of Britain’s Top Employers for the twelfth consecutive year.

Our graduate trainees
As one of our graduate trainees, you can play a major part in our ongoing success story. From early on in your time with us, you will be entrusted with real client assignments and real responsibilities. In return, we will support you with our first-class training and development programme, designed to lay the foundations for an exceptional career.

We seek people with initiative; people who are collaborative teamworkers, natural communicators and able problem-solvers. Above all, we seek people who are motivated by providing the highest level of client service.

On the job training
You will train to become a Chartered Tax Adviser, with study towards the ATT and then the CTA qualification. We use first-class tuition centres, alongside our own internally developed technical training programmes, to help you prepare for your examinations. You can expect your responsibilities to increase steadily throughout your time with us. Once you have gained some experience, this will entail taking on your own portfolio of clients. As your understanding of taxation issues grows, so will the complexity of your workload.

Joining the firm
I joined Saffery Champness in 2011 as a trainee in the Tax Department. I was invited for an interview by the firm after my involvement in a school leaver scholarship programme with Kaplan Financial.

I attended an initial interview, followed by an online assessment. After this I had a second interview with the department senior manager and following this interview, I was offered the job.

First impressions
What attracted me to the firm was the wide variety of clients they act for and the fair structure in which they bill clients.

When I joined the High Wycombe office I was made to feel welcome and felt like a valued member of the team. From very early on in my career I was working alongside senior members of the department. The partners are approachable and I have been involved with a variety of work, which keeps it interesting and allows me to continually develop my knowledge with practical experience.

Life at Saffery Champness
The culture of the firm is one of teamwork, with all the offices working together, providing opportunities throughout the year to meet colleagues from different teams across the firm. There is a friendly working environment and senior members of staff acknowledge ideas raised by junior members of staff.

Each office holds an annual ‘fun event’, where the staff and partners take part in social activities with colleagues outside of the office – doing everything from boat trips to an afternoon at the races.

Opportunities
The training contract offered by Saffery Champness gives you the best opportunity for developing your experience and career within the firm. Along with giving you leave to attend college classes, the firm allows you time to complete course exams along with study leave before the actual exam.

In addition to attending college classes for your professional exams, the firm sends you on four residential training courses which you complete in the first two years of employment. These courses are extremely useful as they give trainees a better insight into how the firm works and allows you to meet colleagues from other offices.

I have enjoyed the opportunity to work on a variety of clients and it has allowed me to put my ATT studies into practice. In addition to working in the Tax Department, I have been given the opportunity to complete a number of accounts preparations along with attending audits.
At Smith & Williamson we have been providing independent, first-class financial advice to clients for over 100 years. Today, we are unique in the market, offering investment management, financial advisory and accountancy services as well as private banking.

And it’s not just the breadth of our expertise that makes us stand out. Professional practices, corporates, non-profit organisations and individuals value the premium we put on our client relationships. People are the cornerstone of our business - and that includes our employees.

To provide the service our clients expect we know our trusted business advisers need an empowering and supportive work environment. With 11 UK offices and global reach through membership of Nexia International, we’re big enough to be competitive. Yet our size means you’ll be part of a friendly, enthusiastic team – and get to know colleagues across the firm.

We know that investing in the careers of our trainees is essential to our continued success. That’s why we have a real commitment to developing the next generation of trusted business advisers across our firm.

For our trainees to flourish, personally and professionally, we have to attract, grow and retain our talent.

Our trainees enjoy exposure to a variety of client-facing work, with responsibility from an early stage, along with high-quality professional training. And from start to qualification and beyond, we provide development opportunities and full support at every stage of their career.

Your career is our future. To find out more about the firm and our current opportunities visit our trainee website www.smithandwilliamsontrainees.co.uk.

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**COMPANY DETAILS**

- **No. of employees**: 1,500

**JOB OPPORTUNITIES**

- **Type of job opportunities**: Graduate jobs and internships
- **Offices recruited into**: London, Guildford, Bristol, Southampton, Salisbury and Birmingham
- **International opportunities**: No
- **Disciplines recruited from**: Any degree discipline

**GRADUATE JOBS**

- **No. of graduate jobs**: c. 50
- **Min. degree required/expected**: 2:2
- **Min. UCAS points**: 300
- **Starting salary**: Competitive
- **Benefits**: 23 days’ holiday, healthcare, pension scheme, study support, bike scheme, performance bonus, season ticket loan, overtime and social events

**Graduate application deadline**: Rolling recruitment - early application advised

**UNDERGRADUATE OPPORTUNITIES**

- **No. of undergraduate opportunities**: c. 8-10
- **Undergraduate application deadline**: Rolling recruitment - early application advised

**HOW TO APPLY**

- **Application method**: Online - we recruit on a rolling basis therefore it is advised you apply early
- **Contact information**: www.smithandwilliamsontrainees.co.uk

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**GO ONLINE FOR:**

- Overview of the profession
- CV, application & interview advice
- Industry updates
- Career guide PDF
- Employer Q&As

**RECRUITMENT SERVICES**

- Graduate jobs
- Internships & Placements
- Insight Days
- Employer directory
- Job search & job alerts
- Deadlines calendar

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For graduate jobs, internships & placements visit www.insidecareers.co.uk/tax
| Company                  | No. of employees | No. of partners | No. of trainees | Type of job opportunities | Offices recruited into | International opportunities (UK) | No. of graduate jobs | Min. degree required | Starting salary | No. of days holiday | Pension scheme | Healthcare scheme | Study support | Performance bonus | Season ticket loan | Social events | Graduation opportunities | Undergraduate opportunities | No. of graduate opportunities | No. of undergraduate opportunities | How to apply | Further info (page) |
|-------------------------|------------------|-----------------|-----------------|---------------------------|------------------------|-----------------------------------|----------------------|----------------------|-------------------|---------------------|---------------|------------------|-------------|-------------------|------------------------|----------------|----------------------|--------------------------|----------------|-------------------|
| Clement Keys            | 100              | 7               | 30              | Graduate jobs and internships | Birmingham           | ✓                                  | 4                    | 2:2                  | Competitive       | 28                  | -              | -               | -           | -                 | -                      | -              | Ongoing             | Ongoing                  | Application form by email or post | 60 |
| KPMG                    | 11,500           | -               | -               | Graduate jobs, internships and placements | Nationwide          | ×                                  | 1,000                | 2:1                  | Competitive       | 25                  | -              | -               | -           | -                 | -                      | -              | Ongoing             | Ongoing                  | Online                  | 62 |
| Kreston Reeves          | 316              | 44              | -               | Graduate jobs, internships, placements and insight days | London, Canterbury and Chatham | ×                                  | 5                    | 2:1                  | Competitive       | 225+                | -              | -               | -           | -                 | -                      | 29/04/16       | 5                   | 29/04/16                 | Online                  | 64 |
| Mazars                  | 1,600            | 130             | -               | Graduate jobs, internships and placements | Uk-wide            | ✓                                  | 30                   | 2:1                  | Competitive       | 20                  | -              | -               | -           | -                 | -                      | See website    | 10                  | See website              | Online                  | 66 |
| Menzies                 | 400              | 45              | 10              | Graduate jobs and placements | Uk-wide            | ×                                  | 5                    | 2:1                  | £19,000           | £24,000             | 23.5          | -               | -           | -                 | -                      | 31/01/16       | 31/03/16            | -                       | Covering letter and CV online or by email | 68 |
| Mercer & Hole           | 155              | 17              | 26              | Graduate jobs | London, Milton Keynes and St Albans | ×                                  | 5                    | 2:2                  | Competitive       | 23                  | -              | -               | -           | -                 | -                      | -              | -                   | -                       | Application form by email or post | 69 |
| PwC                     | c.19,000 (UK)    | 885 (UK)        | c.300           | Graduate jobs, internships and placements | Uk-wide            | ✓                                  | c. 1,500             | 2:1                  | Competitive       | Varies              | -              | -               | -           | -                 | -                      | See website    | c. 800              | See website              | Online                  | 70 |
| Saffery Champness       | 445              | 69              | -               | Graduate jobs | Uk-wide            | ×                                  | Varies               | 2:1                  | Competitive       | 20                  | -              | -               | -           | -                 | -                      | See website    | -                   | -                       | Online                  | 72 |
| Smith & Williamson      | 1,500            | -               | -               | Graduate jobs and internships | Uk-wide            | ×                                  | c. 50                | 2:1                  | Competitive       | Varies              | -              | -               | -           | -                 | -                      | Ongoing        | c. 8-10             | Ongoing                  | Online                  | 74 |