



## **BCK Accountants Ltd**

BCK Accountants Ltd is a medium sized accountancy firm based in Island Bridge, Dublin 8. Our client base consists primarily of SME's and high net worth individuals. We pride ourselves on providing quality service to our clients, assisting them in making the correct decisions for their business whilst ensuring the highest level of statutory compliance.

**Job Title:** Tax Trainee Junior

**Reporting to:** Tax Senior and Tax Manager

### **Job Description:**

- To work as part of the Tax Team, mainly in VAT compliance, Income Tax and Corporation Tax initially and progressing to tax planning and consultancy.

### **Duties & Responsibilities**

- Preparation of income tax and corporation tax returns in an efficient and accurate manner.
- Liaising with clients to ensure timely submission of tax returns and payment of taxes.
- Liaising with Auditing / Accounts Department on tax compliance matters.
- Annual/Bi Monthly VAT Returns. RTD, VEIS and Intrastat Returns.
- Engaging with Revenue on behalf of clients.
- Dealing with ad-hoc tax related queries from clients.
- Meet scheduled deadlines for completion of work.
- Assist the tax director and partners with consultancy projects.

### **Qualification & Skills**

- Excellent computing skills, including Excel and Word.
- Good understanding of VAT compliance an advantage
- Basic knowledge of Income Tax and Corporation Tax principles.
- A team player, with excellent interpersonal, communication and organisational skills.
- Candidate looking to pursue Tax Technician or Chartered Tax Adviser exams

Interested candidates should submit their CV to [paulh@bck.ie](mailto:paulh@bck.ie) or [Alison@bck.ie](mailto:Alison@bck.ie)