

**Job Title:** Tax Technician (Full Time)

## **Icon Accounting**

Icon Accounting are one of Ireland's top Contractor Accounting & Taxation Providers. We are based in Swords, North County Dublin. Our clients are typically Independent Professionals in the IT, Pharma, Finance & Engineering Sectors.

Due to expansion we are currently seeking a full time Tax Technician to join our Income tax team.

At Icon, we believe in nothing less than delivering excellent customer service.

We are looking for a key person with the right values and attitude to join our team which has been certified as a Great Place to Work 2018-2019.

## **Job Description**

To work in our Income tax team, assisting in the preparation & filing of Income tax returns for our Professional Contractor Clients.

## **Key Responsibilities:**

- Liaise with clients to gather initial documents.
- Preparation of the income tax computation to determine the final refund/liability – (being able to analyse the refund/liability to be able to explain to the client why this has arisen.)
- Working with the client to get the computation signed off to make sure it is complete & correct.
- Filing the Income tax returns on Ros in a timely manner.
- Arrangement of payment of any liabilities including Preliminary tax payments & Capital gains tax payments.
- Ad hoc duties - for example assisting in the preparation of the annual list of returns/monitoring of the outstanding Ros list/Checking registration details/Linking & registering clients on Ros/Preparation of statistical information on the returns.

## **The Successful Candidate:**

- Recently Qualified or Final year Tax Technician
- A good working knowledge of the Irish Income tax system.
- A genuine aspiration to deliver outstanding Customer Service
- A strong work ethic with a professional and approachable manner
- Excellent communication and interpersonal skills
- Experience with ROS and Sage Taxpro would be an advantage.
- Proficient in Microsoft Excel & Word

## **Remuneration & Benefits**

The salary level will depend on experience, benefits include: Education & Training support, Sick Pay scheme, Life Insurance, Free parking, Free health check, Professional subscriptions, Flexible working.

Please submit C.V to Gillian Reville [gillian@iconaccounting.ie](mailto:gillian@iconaccounting.ie)