



Harbour Key

Navigating Your Success

Due to growth and client demand we have opportunity for an experienced and passionate tax advisor to join our small but reputable and fast-growing firm.

Winner of

Tolley's®

TAXATION

Awards 2018

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Harbour Key Limited is a company registered in England & Wales number 07483339. Registered office Midway House, Staverton Technology Park, Herrick Way, Staverton, Cheltenham GL51 6TQ

Harbour Key is built on a foundation of not only helping clients to plan and protect for the future, but to understand options for security and investment on exiting a business.

Harbour Key is a fast-growing and award-winning company with many opportunities for you to execute your skills and knowledge to help individuals and businesses across a wide spectrum of clients.

At Harbour Key, we are not just looking for anyone. We are looking for qualified and passionate individuals who are seeking a position that combines traditional accountancy practice work with proactive tax and business strategy advice.

More importantly, we are looking for candidates who want to work in an environment which cares as much for the security and future of its staff, as it does for its clients.

The role will be a key appointment for the Directors with much potential for the future.

Ideally you will seek to work with an OMB client base and wish to have intense client contact securing advice and planning opportunities.

The role includes:

- Managing a portfolio of clients from a varied range of business sectors;
- Produce reports to explain tax matters clearly and concisely to clients;
- Assist in business development activities and attracting new clients to the firm;
- Build and maintain relationships with clients;
- Provide an exceptional level of client service;
- Carry out the work within agreed timescales and budgets;
- Keep up-to-date with changes in tax legislation and HMRC guidance and identify clients impacted by any changes;
- Produce technical briefings and marketing material as required;
- Travel throughout the UK to meet clients and intermediaries.
- Mentoring our junior staff.

We are looking for an individual with the following attributes:

- Must have at least five years' experience in the industry;
- Demonstrate commercial awareness that will add value to our services;
- Show good understanding of all aspects of tax and accounts that affect our clients;
- Excellent written skills and experience of report writing;
- Strong analytical skills;
- Have excellent IT skills and experience; particularly Word and Excel;
- Be self-motivated, freethinking, trustworthy and straight-talking;
- Have first-rate time management skills and be able to work to tight deadlines.
- Willingness to travel and occasionally work long hours to meet deadlines;
- Driving licence is essential.

In return you will be offered:

- £40,000 - £55,000 per annum;
- Twenty-five days paid holiday plus bank holidays;
- Onsite parking;
- Progression within the business;
- The opportunity to be heard and make a difference at Harbour Key;
- Support towards ongoing training and qualifications and
- Team events and charity support days.

The position is offered as a full-time role based in our Staverton office near Cheltenham. Harbour Key may be able to offer some flexibility to the right candidate.

If you believe Harbour Key is your future, please send us your CV.

To apply, please email your CV to Helen Powell at hpowell@harbourkey.com