

## **Trainee Business Support Professional**

Key responsibility is to support the tax and HR technical team in all aspects of their work, including

- Researching technical issues, legislation, company and market information using various online resources
- Preparation for, attendance and taking notes at meetings between technical team and clients, HMRC and/or third parties
- Reading relevant business/tax publications both physical and online to identify points of interest
- Drafting new items/blogs/articles and uploading onto appropriate platforms such as website, linked-in and twitter
- Reviewing and updating website pages to ensure they remain up to date
- Drafting template based technical documentation
- Producing technical presentations for use at seminars and training sessions and giving admin support at such events
- Responsibility for recording and sharing the company's corporate social responsibility operations
- Working alongside CRM Database Officer creating and developing campaigns/information for distribution through appropriate media channels
- Various other admin support to include client engagement process, money laundering process, marketing campaigns and invoicing

The role has strong developmental potential for the right candidate, including

- Opportunity to study for professional tax qualifications
- Opportunity to become a client facing professional consultant liaising with HMRC, clients and third parties regarding technical issues