

## 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
- Opportunity to present at seminars and training sessions

The ideal candidate will be educated to A level (or equivalent) standard as a minimum. In addition, they should have a creative eye and be able to demonstrate a keenness to conduct thorough research and prepare draft summaries. Experience of working within a professional organisation would be an advantage as would a detailed knowledge of power-point (and similar packages) to prepare presentation materials.

<b>Salary</b>	£16-19,000
<b>Hours of Work</b>	37.5 hrs Monday – Friday – 9 am until 5 pm
<b>Benefits</b>	Life Assurance, Private Medical Insurance (after qualifying period), on-site parking.
<b>Start Date:</b>	Flexible

*To apply please send your CV with a detailed covering letter for the attention of Andrea Palmer, Head of HR:*

<b>Address</b>	Aspire Business Partnership, Buntsford Park Road, Bromsgrove, B60 3DX
<b>Email</b>	<a href="mailto:enquire@aspirepartnership.co.uk">enquire@aspirepartnership.co.uk</a>
<b>Closing Date</b>	Friday 18 September 2020

*No Agencies Please.*