

Job Title	Tax Senior
Location	Bath
Reporting To	Senior Tax Manager and Directors
Key Relationships	Tax Team, Clients, Payroll, Accounts, Audit and Admin Departments

About Us

We are a well-established and respected independent accountancy practice based in the heart of Bath, providing comprehensive tax and accounting services to a diverse client base ranging from individuals and SMEs to larger businesses. We pride ourselves on building strong client relationships, offering proactive advice, and fostering a supportive and collaborative work environment

The Role

We are seeking a highly motivated and experienced Tax Senior to join our tax team. This is an excellent opportunity for a professional looking to further their career in a dynamic and client-focused practice. The successful candidate will be responsible for managing a portfolio of personal and corporate tax clients, ensuring compliance with tax regulations, and providing proactive tax planning advice.

Key Responsibilities

- Manage a portfolio of personal tax clients.
- Prepare and submit accurate and timely tax returns for individuals and partnerships.
- Assist with providing tax advice and planning strategies to clients on a range of tax issues, including income tax, CGT, and IHT.
- Assist clients with HMRC enquiries and investigations.
- Keep up to date with changes in tax legislation and communicate these to clients and colleagues where necessary.
- Identify opportunities for tax efficiencies and advise clients accordingly.
- Build and maintain strong client relationships, acting as a primary point of contact for tax matters.
- Collaborate with other departments within the practice to provide integrated client solutions.
- Assist in business development activities where appropriate.

Qualifications and Experience

- ACA/ACCA/ATT/CTA qualified or part-qualified with significant demonstrable experience in a tax role within an accountancy practice.
- Proven experience in preparing personal tax returns.

- 
- Strong technical tax knowledge across a broad range of taxes.
 - Excellent communication skills, both written and verbal, with the ability to explain complex tax concepts clearly to clients.
 - Highly organised with excellent attention to detail and the ability to manage multiple deadlines.
 - Proficient in tax software (e.g., Iris) and Microsoft Office Suite, particularly Excel.
 - A proactive and client-focused approach.
 - Ability to work independently and as part of a team.

Desirable Skills

- Experience with specialist tax areas such as international tax or trusts.
- Experience in a client-facing role.

What We Offer

- A competitive salary and benefits package
- Annual salary review
- 25 days holiday plus Bank Holidays
- Birthday day-off
- Life Assurance (4x Salary) with EAP benefits
- Personal Pension; Employer 3% Employee min 5%
- Cycle to work scheme
- A supportive and friendly working environment
- Opportunities for professional development and ongoing training
- Exposure to a diverse range of clients and tax challenge
- Career progression opportunities within the practice
- Flexible working options

To Apply

Please submit your CV and a covering letter outlining your suitability for the role to lc@richardsonswift.co.uk by Friday, 30th October 2026.

Diversity & Inclusion Statement

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.