

TIER 2 (Intermediate Services)

Personal Income Tax

This service relates to the calculation of an individual's income tax liability within a tax year.

Experience required:

- completing and submitting personal tax returns
- discussing tax returns with clients and advising when/how payments should be made
- discussing and explaining coding notices with clients
- explaining potential liabilities based on client income
- calculating tax liability after allowances and reliefs
- advising on tax rules and regulations.

I confirm that I have work experience in all of the above areas.

Business Income Tax (Unincorporated Business)

This service relates to the calculation of the profits/losses for tax purposes for an unincorporated business and completing all relevant HMRC returns.

Experience required:

- preparing accounts and calculating appropriate tax rates to calculate charges
- liaising with HMRC on a client's behalf
- submitting income tax returns within deadlines
- advising on tax payment amounts and deadlines.

I confirm that I have work experience in all of the above areas.

Capital Gains Tax

This service relates to quantifying gains or losses on disposal of a capital asset.

Experience required:

- calculating gains made on sale of assets and relevant tax charges
- advising on valid reductions and reliefs and utilisation of annual exemptions
- advising on when and how to report Capital Gains Tax, such as property disposals.

I confirm that I have work experience in all of the above areas.

Corporation Tax

This service relates to tax on the taxable profits of incorporated entities.

Experience required:

- advising of payment amounts and deadlines
 - completing and submitting Corporation Tax returns
 - preparing Corporation Tax computations
 - advising on disallowable expenses, deductions and reliefs.
- I confirm that I have work experience in all of the above areas.
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Inheritance Tax

This service relates to the tax payable on death or chargeable lifetime transfers.

Experience required:

- calculating inheritance tax due and advising on IHT planning
- advising clients on information required
- reviewing processes and liabilities
- demonstrating knowledge of IHT deadlines.

I confirm that I have work experience in all of the above areas.

Companies House

Experience required:

- acting or arranging for another person to act as a director, secretary, partner, trustee or nominee shareholder and ensuring all appointment details are filed correctly at Companies House
- preparing company updates and submitting them to Companies House on a client's behalf.

I confirm that I have work experience in all of the above areas.

Internal Audit

This service relates to assessing effectiveness of management, financial controls and governance.

Experience required:

- carrying out internal audit and controls
- liaising with business unit owners to improve financial control and governance
- gathering information from clients
- reporting back to the client.

I confirm that I have work experience in all of the above areas.

Forensic Accounting

This service relates to the analysis of financial and non-financial information in disputes or litigation.

Experience required:

- reviewing fraudulent bank accounts in a subcontractor business
- assisting with legal proceedings
- providing in-depth examination of accounting and other records.

I confirm that I have work experience in all of the above areas.