Chartered Tax Advisor – Senior Management Role in Growing Tax Advisory Practice

Job Title:	Assistant Tax Manager
Employer:	LKA Chartered Accountants
Title of Manager:	Head of Tax
Type of Employment:	full-time or part time (flexible working hours available)
Rate of pay:	£56k FTE based on experience
Location:	Thames Ditton

Practice Summary:

We're LKA — a fast-growing, award-winning accountancy and tax firm based in Thames Ditton, Surrey. Proud winners of *Tolley's Small Firm of the Year 2022*, we're known for our hands-on approach, commercial insight, and down-to-earth advice. Our clients range from entrepreneurs and sole traders to fast-growing small businesses across a wide mix of sectors. We do more than just the numbers — we help businesses grow. We're a close-knit, supportive team offering real variety, early responsibility, and the chance to make a visible impact from day one.

The Role

We're looking for an experienced personal tax professional to join our growing tax team and who wants to develop the next step of their career by taking on management responsibility.

This is a hands-on role for someone who enjoys getting stuck into personal tax returns, working through a varied client portfolio, solving problems, and being part of a team that enjoys what they do!

You'll have your own portfolio of clients to look after, but you won't be working in isolation. You'll be heading up a small team of tax return preparers, reviewing their work and supporting them with queries. You will also prepare a number of returns yourself. You'll be surrounded by a supportive tax team who share knowledge, help each other out, and get the job done together working through a tax issues, clearing busy periods and bouncing ideas off each other.

The role is a great fit for someone who loves the detail of tax, takes pride in producing high-quality work, who is ready to lead a team and wants to be part of a growing practice.

What you'll be doing:

- Portfolio ownership: Managing a personal tax portfolio from start to finish, including client communication, file setup, and overseeing preparation and submission of tax returns.
- Review work: Review of tax work completed by other staff members including those in your dedicated team and your peers.
- System oversight: Maintaining quality control of our tax return preparation systems and processes, helping ensure work is completed efficiently and accurately.
- Tax Advice: Providing practical advice to clients on income tax planning opportunities, CGT and other tax queries ad hoc.
- HMRC matters: Managing HMRC correspondence and enquiries, resolving issues efficiently on behalf of clients.

You'll thrive here if you are:

- A CTA with a strong grounding in personal tax.
- Confident in client-facing roles, enjoying time with people
- Organised and process-minded — you enjoy building better ways to do things and don't mind getting stuck into the details.
- Ambitious and proactive
- Eager to be part of a team that is excited to help you enjoy your job

What we offer:

- A genuinely *flexible* working culture — we care about outcomes, not office hours.
- The chance to *build the job you enjoy* within a forward-thinking, supportive environment.
- Input into the future direction of the tax department — including services, strategy, and hiring.
- Supportive team, regular CPD, and regular referrals which can be grown.
- A role that grows with you — into leadership, niche specialism, or even equity.