



JOB DESCRIPTION

Title:	Associate (1-3 years PQE)
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Reports to:	Waqar Shah – Head of Tax Disputes & Investigations
Department:	Dispute Resolution
Purpose of job:	You will work closely with the Partner and Head of Tax Disputes & Investigations to help develop and grow the team. You will be encouraged to build your skills in this area and be supported by the wider Dispute Resolution department, full of fee-earners at all levels and partners covering different disciplines. You will provide legal services to clients and assist the team in growing its profile externally in order to generate instructions too. To work, as part of a team, advising the firm's UHNW and corporate clients on a wide range of contentious indirect and direct tax matters, including:

Key Responsibilities

- VAT disputes
- Employment related tax matters (including IR35 and National Minimum Wage)
- CGT and IHT disputes
- Residence and Domicile enquiries Tax investigations, including COP9
- Image rights and other sports related tax matters Allegations relating to tax fraud
- Cross-tax enquiries
- Disclosures to HMRC
- Penalty disputes
- Customs/excise duty
- Alternative dispute resolution
- Matters before the Tax Tribunals and UK courts.

You will have the opportunity to:

- Develop skills outside of your comfort zone
- Analyse complex and high-profile issues for a broad range of clients
- Assist with and lead your own business development ideas
- Work alongside a Legal 500, Chambers & Partners, and Best Lawyers recognised expert in Tax Disputes.

Kingsley Napley LLP | 20 Bonhill Street, London EC2A 2DN | enquiries@kingsleynapley.co.uk | +44 (0)20 7814 1200

Kingsley Napley LLP is a limited liability partnership incorporated in England and Wales under number OC343278 and is authorised and regulated by the Solicitors Regulation Authority under number 500046. The address of our registered office is shown above. A list of the names of its members is available for inspection at the registered office and on its website www.kingsleynapley.co.uk.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, material changes will not be made without full consultation with the post-holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

PERSON SPECIFICATION

Job Title: Associate, Dispute Resolution

	<u>Essential</u>
Education / Qualification	- We would expect the successful candidate to have 1 - 3 years PQE or able to demonstrate the equivalent level of skills and desired competencies within a similar law practice - Experience of tax disputes work and the ability to grasp the intellectual demands of this specialism - ATT or CTA qualification not required (but welcomed). There may be the ability to support the successful applicant with such a qualification in the future should this be of interest
Knowledge and Technical Ability:	- Has worked on their own case load while assisting partners on more complex matters - Excellent knowledge and interest of the tax dispute resolution market - Experience of tax tribunals and civil/criminal investigations is welcomed - Produces legal advice for clients both verbally and in writing, in a straightforward manner with minimal amendments - Keeps up to date with their knowledge of the law - Is able to assist less experienced team members with day to day questions and acts as a role model for the team - Experience of working within a very busy environment where deadlines are clearly defined - Ability to see issues from a commercial perspective - Excellent attention to detail and excellent drafting skills
Client Care and Business Development:	- Someone who is genuinely keen to be part of a growing team in its early stages - Works with decreasing levels of supervision on moderately complex matters and is able to take the lead on client matters as appropriate - Builds trust and rapport with clients - Is proactive in developing, organising and attending marketing and networking events - Track record of marketing and business development, building relationships with clients, proactively seeking out opportunities and securing them - Good client care skills and ability to network effectively both internally and externally
Firm Wide Skills:	- IT literate in MS Office - Knowledge of time recording software - Has a track record in time recording, costs estimating and billing - Able to prioritise workload using time management and delegation skills - An understanding of the importance of client confidentiality, information security and data protection and act accordingly
Attributes:	- Acts as a team player - Ability to develop relationships with people in other departments, particularly given the opportunity for cross-selling and future instructions - Strong organisational skills and ability to prioritise - Promotes a collegiate environment, good team morale and a spirit of co-operation - Communicates effectively at all levels, both verbally and written - Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment.

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All applicants who are offered permanent or long-term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.