

Property and Tax Analyst

REF
E3PTA2019

Package
Part/Full-Time role 15-39.5 hours

Fixed-term contract from 6 up to 12 months

Possible opportunity to extend/become permanent (with training provided)

Salary
Variable depending on experience (and skills)

Location
Ocean Village, Southampton

Start date
November 2019 onwards



Job Role

As a Property and Tax Analyst, you will have a varied role, which will include the opportunity to work across all areas of the business. You will be reporting to the Managing Director and will be working in a dynamic, collaborative SME environment; alongside our award-winning team. We are seeking a proactive Property and Tax Analyst, to provide clerical, administrative, research and analytical support and to assist with driving our business forward. If you're seeking a challenge and have the initiative and commitment to add value and see tasks through to completion to a consistent high standard.

The role is for an initial minimum of 6 to 12 months, however subject to a successful review and business requirement, there may be an opportunity to extend and/or convert to a permanent role, with the potential to study towards a professional qualification.

The Role includes:

- Accurate data entry - creating & maintaining records using Microsoft Office and Excel, in particular, to support technical staff with effective client project delivery.
- Supporting with administration and research for all functions of the business including sales, marketing, HR and operations.
- Supporting the maintenance of E³ Consulting's MS Dynamics 365 CRM system, through inputting, monitoring and evaluating our new and existing data to ensure information is complete and up-to-date and producing reports.
- Working with the team to analyse, develop and refine business briefs and processes in line with business objectives.
- Reviewing and producing accurate, high quality external and internal correspondence, as well as regularly reviewing and proofing reports and documentation as required.
- Collating and making expense claims for senior members of staff.
- Carrying out general office support duties including making and receiving telephone calls, managing diaries as well as bookings, handling correspondence, filing, photocopying and binding documents.
- Ad hoc errands and provision of clerical support to the existing team, as required.



0345 230 6450
e3consulting.co.uk

Person Specification

Qualifications & Skills

- Mathematical acumen & literacy with Grade C or above in Maths and English at GCSE or equivalent
- Proficient using Microsoft Office - Outlook, Excel, Word and PowerPoint
- Prior administrative experience in a similar role is highly desirable, but not essential
- Comfortable and enjoy working with figures, data and spreadsheets

Key Competencies

- A logical thinker with excellent attention to detail
- Strong analytical and evaluative skills
- Ability to follow instructions precisely
- Able to use own initiative, a strong desire to challenge and be challenged and maturity to take responsibility for your 'learning on the job'
- Bright, engaging and able to work under pressure
- Have a curious mind, and be goal orientated
- Effective oral & written communication
- Flexible in approach and outlook
- A conscientious team player who naturally enjoys supporting others and possesses a collaborative working style and outlook
- A can-do attitude & proactive work ethic

About E³ Consulting

E³ Consulting is an Award Winning and Independent Firm of Specialist Property Tax Surveyors based at Ocean Village in Southampton. Our team work collaboratively with those involved in commercial property and high end residential dwellings, across a broad range of industry sectors, on projects throughout the UK.

For more information about whom we work with and our projects visit the case studies section of our website: www.e3consulting.co.uk

We are a small, highly professional, friendly and dynamic team operating within an open learning environment, whereby we expect each team member to have a "growth mindset", be open minded, objective & honest. Our collaborative approach and ethos enables us to deliver work for clients to a consistently high standard. We are fully committed to supporting our staff both with their continuous personal, professional and technical development; both in house and external, blended with online training and including a structured capture of on-the-job learning, supported by ongoing coaching and mentoring. We provide high quality training & support, including actively encouraging staff to participate in mentoring, networking & volunteering.



Dynamic and Open Learning Environment

Our dynamic and open learning environment supports ‘*learning on the job*’ through being constructive, engaged and practical. By asking searching and open questions and actively participating in convivial discussion and sharing opinions/ideas, each team member continually grows their technical and transferable skills and knowledge in an applied manner - this keeps us all agile, humble and outward focused.

We actively support each team members’ learning and the development of both their technical and transferable skills. Any new starter has the opportunity to be involved in all aspects of the business and has a buddy and mentor to support with their induction. At the same time, we set high standards and expect all E³ Consulting staff members to actively be self-propelling and take ownership of their own work and ongoing learning. This helps to contribute to business objectives and growth, by everyone actively seeking out and sharing new ideas, opportunities and solutions on how to improve our knowledge, business processes, service standards and client solutions and build further our long term relationships.

Collaborative Team Approach

At E³ Consulting, we are always team focused with the projects and tasks we undertake. We rely on each team member actively sharing and contributing to the wider team effort. We understand that we need to be collaborative with clients, professionals and suppliers alike and to support each other as well as endeavouring to meet this need by continually adapting and evolving. Our rigorous and collaborative approach allows us to deliver work to a consistently high standard.

We hold a regular Collaborative Learning & Business Improvement Meeting, where we share our “key learning points” and facilitate practical, commercial and business knowledge transfer including current technical, surveying and other points to support the achievement of our business objectives ongoing. Attendees are able to put forward items for the agenda, as well as bring along any useful articles and reference points. The meeting fosters a collegiate team approach.

High Quality Training and Support

We see that professional qualifications are ‘just the beginning’ thus, we understand that learning and development is an ongoing activity throughout a person’s career. We are committed to supporting all our staff to continually develop personally, professionally and technically, by providing high quality training and support.

We expect all our staff in technical roles to complete the relevant qualifications, including the RICS APC and the Institute of Taxation’s Association of Tax Technicians (ATT) and/or Chartered Tax Adviser (CTA). We also consider professional qualifications that support personal and professional development to be of equal importance e.g. Institute of Leadership and management (ILM) or Chartered Management Institute (CMI). It is important that transferable skills are developed, at the same time as technical knowledge, in order to develop high quality ambassadors/advocates for the business. In addition, we encourage team members to participate in mentoring, networking, volunteering and sitting on local and national committees and boards. We are proud of our long term relationships with the local community, and actively support various local charities and universities.



How to Apply

Please comprehensively review the E3 Consulting careers section at www.e3consulting.co.uk/careers as well as the other sections of our website and our social media.

To apply for this role please go to this link: bit.ly/E3BSA2019

And attach your CV (ensuring you include your telephone number) and a tailored covering letter addressed to Nicky Oliver, Director. Your covering letter should state: where you heard about this position; why you are applying for the role; why you would like to work at E3 Consulting; why you wish to work in Southampton; and why you actively desire to work in a SME business. Please also include clarification of the days/hours you are regularly available for work.

We look forward to hearing from you.

