

R&D Tax Consultant

About ABGI

ABGI are one of the world's leading tax incentive and innovation management advisers who secure funding for companies undertaking Research and Development (R&D) and innovative activities. We manage £1billion of global tax incentives annually for clients including some of the world's best-known brands. The Operations team is responsible for working with companies across the UK to identify eligible activities, and compile costs associated with these to submit a claim for R&D tax relief. The team also identifies opportunity for, and supports the delivery of our other services, including, Patent Box, Capital Allowances, Cash Advances, Grants, and International R&D relief.

Your new role

We are looking for an exceptional individual with a strong background in Software/IT to join our experienced operations team of Innovation Funding Experts.

In this role you will be giving full autonomy to build exceptional working relationships with clients initially and throughout the contract term, deliver exceptional customer service, and retain their client base within certain business parameters. You will use your sector specific experience, knowledge of R&D tax relief and inquisitive nature to work with the client to gather business and project information and assure them that you are their trusted adviser and they are in good hands! In addition to getting into the thick of our clients innovative activities, you will also have a strong working knowledge of the legislation and HMRC guidance in regard to R&D activity to be in a position to critically assess clients projects and produce technical and financial documentation to accurately and concisely support the R&D tax relief claim.

What you'll need to succeed

We're looking for a degree educated individual in the Software/IT field with 3 years' experience of providing R&D tax relief services or industry equivalent. You will be able to demonstrate experience of successful report writing with a proven record of comfortably liaising with Managing Directors, Financial Directors, CEOs, and CTOs of such companies.

You will have a strong Excel numerical analysis and ability to interpret company Accounts. In addition to this, you will use your interpersonal skills to manage our customers' expectations, be able to handle objections and have the ability to diplomatically say no in terms of eligibility.

You will be expected to retain your client base within certain targets and so it's important that you hold solid contract negotiation skills and be commercially astute to identify suitability for other products and services.

Main Duties and Responsibilities

- Meet with clients to gather business and project information (this can be either remotely or face to face).
- Develop a strong understanding of government guidelines / legislation and HMRC guidance in regard to R&D activity, and critically assess client projects.
- Produce technical and financial documentation to accurately and concisely support the R&D Tax Relief claim, ensuring claims are concluded in a timely manner.
- Review and interpret the organisation's financial accounts, with support from our Finance department.
- Engage with HMRC and prepare additional financial and technical documentation as required, if an Enquiry is raised on a claim submitted.
- Maintain regular and effective communications with client personnel during the claim process, and ensure clients are communicated with outside the claim period for improved working relations.
- Understand wider business needs to inform commercial decisions on renewals and identify potential value-added services (for example, Patent Box and Grants).
- Completion of internal system on client activity.
- Complement the ABGI knowledge pool through contributions at team meetings, ad hoc discussions and production of materials for the ABGI Academy.
- Active participation in development projects, providing project management where required.
- Participation in the on-boarding process, i.e., screening of prospects, utilising knowledge and experience to inform likelihood of a claim.
- Proactive support for our sales and marketing departments through ideas and materials generation.

- Provision of technical support to the sales process when allocated.
- Assist with the training and development of new staff as and when required

What's in it for you?

- Competitive base salary
- Attractive commission structure (for a FTE consultant with a full client portfolio, 5-10 % of salary)
- 33 days holiday a year, 34 for 2 year's service, 35 for 3 years and 36 for 4years
- Company bonus opportunities
- Life Assurance, Income Protection and Company Sick Pay
- Option to join the Company pension scheme
- Employee Assistance Programme and Wellbeing Support
- Bike to work
- MacBook Air and Iphone
- Fantastic in-house training through our Academy and excellent development opportunities
- The opportunity to join a multi-talented team with specialisms spanning various industries
- Flexible and supportive work environment
- Attractive offices in the city centre (though this role will be hybrid working, spending the majority of time at home)

At ABGI, we welcome people from all backgrounds.