

JOB TITLE: TAX ACCOUNTANT

ROLE OVERVIEW

We are looking for an enthusiastic, diligent, and hardworking Tax/Fund Accountant to join our London Office. We pride ourselves on our high standards and peerless execution, and this role will work directly alongside our Finance Team running the day to day management of all aspects of our staff co-investment programme. The role also includes working with the Finance Director to manage all taxation aspects of the business both in the UK and our US subsidiary, as well as providing support on the Rede aspects of the partners tax affairs to their personal advisors. The ideal candidate will have a naturally high attention to detail and approach all interactions (both internal and external) with professionalism and maturity. For key responsibilities, please see the section below. In addition, this role provides a varied day to day schedule and comes with excellent employee benefits (including FTE 23 days of annual leave plus Christmas closure).

The ideal candidate will be organised, socially confident and have a can-do attitude.

KEY RESPONSIBILITIES

REDE INVEST PROGRAMME

- ▶ Day to day management of the Rede Invest (RI) co-investment programme consisting of 13 funds with currently 19 investments and over 30 investors across our UK and US offices. Day to day management includes:
 - ▶ Maintaining accurate investor records by fund and in total
 - ▶ Managing drawdown requests from PE funds including cash management by RI vehicle and investor
 - ▶ Collecting and disbursing funds from and to investors as required
 - ▶ Liaising with fund managers on any issues arising
 - ▶ Accounting entries in Xero of all transactions by RI fund and investor
- ▶ Semi-annual preparation of investor reports
- ▶ Meeting annual US tax reporting requirements for US based RI investors including preparation of K-1 reports for all funds
- ▶ Meeting annual UK tax reporting requirements for UK based RI investors including preparation of statement for inclusion in personal tax returns
- ▶ Preparation and submission of annual UK income tax returns for all 13 RI funds
- ▶ Ad hoc projects arising from the RI programme
- ▶ Maintenance of information on RI portal accessed by individual investors

TAXATION

- ▶ Preparation of UK and US tax returns (corporate and LLP)
- ▶ Liaising with external advisors and auditors
- ▶ Preparation of quarterly and annual VAT returns for UK business
- ▶ Classification for VAT of income arising on new contracts
- ▶ Internal advisor on all taxation matters
- ▶ Providing support and information to partners individual tax advisors as required for completion of their personal tax reporting requirements in both UK and US
- ▶ Manage transfer pricing
- ▶ PSA

OTHER

- ▶ UK / US payroll
- ▶ Treasury
- ▶ FX
- ▶ Involvement in opening new offices

EXPERIENCE

INDUSTRY EXPERIENCE

- ▶ Financial services industry and with fund accounting experience is essential
- ▶ PE industry experience is preferred
- ▶ Solid understanding/experience in both UK and US tax at partnership level (UK) and corporate level (US)
- ▶ Solid understanding/experience at personal income taxes in UK and US

COMPETENCIES / ATTRIBUTES

- ▶ ACA preferred with minimum 2 years PQE
- ▶ Rigorous attention to detail and excellent organisation of workflow
- ▶ Comfortable working within a team and stand alone
- ▶ Comfortable working with colleagues at all levels across the business
- ▶ Fast learner with ability to demonstrate initiative
- ▶ Professional, confident, and articulate

HOW TO APPLY

- ▶ Please send your CV and covering letter to: careers@rede-partners.com

- ▶ [Return to Rede Partners homepage](#)

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