



ammu R&D Tax Credits Manager Job Description

Ammu is a team of Chartered Accountants and Chartered Management Accountants with a unique perspective on business.

We work with growing and established businesses across Scotland. We help businesses understand the reality of where their business is now to gain perspective and find new opportunities.

We help our clients to move forward. Our team keep clients on the front foot when it comes to managing their financial and tax affairs. We support the growth of their business, improve profitability and raise funding for scale-up and expansion. In order to minimise their tax obligations, we ensure that they are accessing all the tax reliefs, allowances, and incentives they are entitled to. With regards to R&D Tax Credits, we help our clients to get money back into the business to create a continuous and virtuous positive investment cycle in the business.

We're a rapidly growing practice and due to continued expansion of our client base we are recruiting for an ambitious R&D Tax Credits Manager to work directly with Advisory Director, Jane Grant and Senior Manager, Iain Robertson.

It is an essential requirement of this role that you have at least 3 years of experience in a business development and/or client relationship management role.

Your experience will have enabled you to develop leads, new business opportunities, and cultivate relationships with clients/buyers from manufacturing, engineering, life sciences, software/IT development (STEM related sectors). You thrive working with the producers and the makers who drive our economy forward, and those who are likely to innovate and undertake R&D.

It would also be beneficial if you have a working knowledge of the R&D tax relief schemes (Patent Box would also be useful) and the ability to accurately assess businesses' eligibility to claim and help them construct and submit the R&D Tax Credit claim to HMRC.

Full guidance and training will be provided, further supported by ammu's team of accountants and tax advisers, and our R&D tax credits senior manager Iain Robertson. The R&D Tax Credits Manager will work alongside Iain to develop and manage our current client base – managing relationships, compiling and submitting claims, and interpreting financial and technical information. We are also looking for the R&D Tax Credits Manager to work autonomously to develop their own client base.

Initially this client base will be focused on R&D Tax Credits, but we see further opportunities for the individual to develop additional work opportunities for ammu in our core accounting, tax and advisory areas.

As ammu's R&D Tax Credits Manager we require you to have a proven track record for winning clients, preferably in the sectors outlined above, to be a highly effective networker able to build a strong pipeline.

We are looking for an ambitious person who will drive the business forward in line with our values and the strategic direction of our company. The successful candidate will demonstrate the ability to make a big impact on a rapidly growing accountancy, business advisory and tax practice.

Ammu offices are in Glasgow and Ayr, and we are strong supporters of flexible working practices and have the systems in place to support working remotely.

Objectives of this Role

- Proactively manage a portfolio of R&D Tax Credits clients
- Prospect for new leads and develop business opportunities to grow revenue
- Identify potential introducers e.g. business referrers, other business advisers (private and public sectors) and create opportunities to cultivate relationships and generate work from them, including managing existing relationships
- Raise awareness and educate potential clients through various means on the benefits of R&D Tax Credits and the value to their business
- Quickly gain an understanding of the clients' operations and the types of projects undertaken to assess their eligibility to claim
- Demonstrate excellent verbal and written communication skills
- Maintain an active pipeline of potential clients, active/potential work referrers and use this network to introduce cross referral opportunities from our core accountancy, advisory and tax client base
- Carry out any other duties relevant to the role as the demands of the business require

Experience & Requirements

- Proven track record of managing a portfolio of clients (R&D Tax credit clients is preferable but not essential).
- Winning new clients, cultivating relationships and being an all-round good networker are essential parts of this role.
- As this role will involve reviewing R&D Tax Credits claims you must be comfortable analysing and interpreting financial and technical/scientific expertise. If there are gaps in the narrative, you should be able to establish the need for additional evidence based on HMRC eligibility and qualification criteria.
- You should be able to understand, question and interpret business financial documents (statutory accounts, P&L and payroll). Detailed tax knowledge is available from elsewhere within the ammu team.
- You will be focussed, and goal orientated with the professional drive to rapidly grow the business in Scotland and across the UK - especially in the areas of Engineering and manufacturing excellence in the West Midlands and other areas south of the border. Knowledge and business relationships in regions of the UK that support innovation would be most advantageous to the development goals of this the role, and of our firm.
- Existing active network in STEM based businesses is an essential part of this role.

- Experience working in the industries mentioned – your experience does not need to be limited to these areas/sectors
- A basic understanding, awareness and interest in science, technology and manufacturing would be beneficial i.e. you like to understand how things work and you enjoy discussing the challenges encountered during product development and developing new processes, procedures and better ways of doing things.
- You must be able to demonstrate an understanding of our clients' businesses and have an ability to convey in writing what can be on the surface sometimes complex ideas as simple concepts,
- Have a proven track record of working to client deadlines, and HMRC deadlines.
- Excellent interpersonal, communication and presentation skills.
- Accurately prepare proposals, set up clear deal structures and meet revenue targets.
- Confident and amiable negotiator who successfully builds long term client relationships.
- Client centred approach where client satisfaction is paramount.
- Thrive working with a variety of clients and treat everyone as an individual.
- Challenge the status quo and proactively seek ways to innovate business development.
- Good IT and CRM skillset with experience of CRM software, using PowerPoint and using social media.
- Travel will be required to client sites (it will be actively encouraged).
- Driving licence is essential.

Extensive Employee Remuneration and Benefits Package

- Competitive salary £35,000 to £55,000 plus bonus based on performance.
- Pension
- MacBook Pro/Air
- Mobile phone & other benefits
- Flexible working
- Private medical insurance
- Excellent extendable and adaptable holiday plan

How to apply

Please send your **CV** and a **short covering letter** (and/or video) to Deborah Kabi at deborah@ammu.uk Closing date is **5pm on Tuesday the 31 of May 2022**.