



GRADUATE OPPORTUNITIES

Chiene+Tait
CHARTERED ACCOUNTANTS



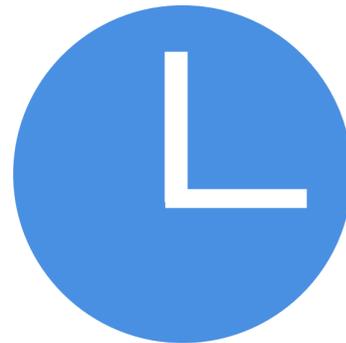
THE FACTS



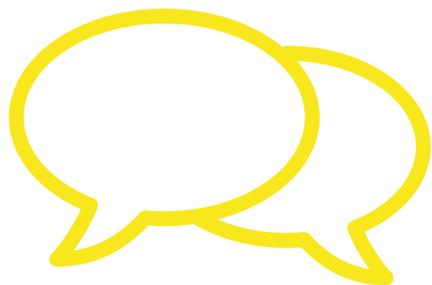
CENTRAL
EDINBURGH
OFFICE WITH
GREAT
TRAIN/TRAM
AND BUS LINKS



11
PARTNERS
145
EMPLOYEES



FLEXIBLE
WORKING
PATTERNS



END OF
MONTH
DRINKS, QUIZ
NIGHTS,
IMPACT DAY,
SPORTS



23% OF
EMPLOYEES
ARE
TRAINEES



52% OF
MANAGEMENT
ROLES ARE HELD
BY WOMEN -
INCLUDING OUR
MANAGING
PARTNER



C A C A R E E R S I N A U D I T

Auditors have a more exciting career than you might think! Hear it's all about looking at spreadsheets and staring at your computer? We've got roles that are more active than that.

Our Audit Assurance Department takes on a number of graduates each year, helping them become Chartered Accountants by supporting them through training. We give you early responsibility that gives you solid business experience as well as funding and study time to help you pass your exams.

WHAT IS AN AUDITOR?

Think number detective. Essentially, each company needs to have their accounts examined to make sure that they are accurate, auditors are the people who do this.

An auditor visits clients at their offices (auditors are always on the go) to check on the accounting records. This could involve compiling the client's receipts and ledgers, it could be randomly sampling invoices, it could be double-checking expenses against an accounting system - it depends on the client.

Once that's done and the auditor is happy that the company's accounts are a true and fair representation of the business, they sign them off. Simple.

Being an auditor is an unusual combination of process and idiosyncrasy. Because of the importance of an auditor's work there are plenty of processes to go through to ensure a good quality audit, which requires good attention to detail and, sometimes, patience. At the same time, each client is different and an auditor ends up visiting all kinds of businesses, seeing how they work and meeting new people.

Auditing is a great way to learn about business. It also demands technical mastery and imposes plenty of deadlines, so you're never bored.

There can be a fair bit of travel, because auditors have to visit client offices. We can send our team to London, York, Glasgow, or even to wild places like Inverness. Some overnight visits are needed, but in general we're able to get to our clients and back within a day.



YOUR CA QUALIFICATION

We offer an initial 3-year training contract that complies with ICAS regulations. You will gain relevant experience to achieve key competencies by working with a portfolio of clients and live projects. Throughout your contract you will complete a set of three exams (TC, TPS and TPE) and a course in business ethics. Please note that depending on degree accreditations you may be exempt from completing elements of the TC examinations. On completion of these key components, you will be CA qualified!

WHAT DO WE WANT FROM YOU?

- Degree educated with good academic results and transferable skills
- Commitment to achieving role related qualifications with willingness to undertake intensive training
- The ability to work under pressure and to deadlines
- Excellent organisational and project management Skills
- Communication skills with an ability to develop positive working relationships with clients, partners and fellow trainees
- Motivation to see tasks to completion and deliver high quality, accurate work
- Experienced user of Microsoft Office packages

OUR PEOPLE

Hamish McCallum, Auditor, joined Chiene + Tait as a CA Trainee in 2015

The thing that drew me to the job was the experience you can get in a medium sized firm. There is much more variety and more responsibility at an earlier stage. You tend to work with a lot more people too which really suits me. Heading to clients and finding many ways to help them is one of my favourite parts of the job. It's important to me as I have built good relationships with my clients this way and it gives me a real sense of accomplishment. I would definitely encourage graduates to apply to Chiene + Tait. There are so many good opportunities with the firm. I always feel like I've been supported through exams: Chiene + Tait have always had my back. It's a great place to meet people and the firm has a really nice atmosphere.

Sian Morgan joined C+T in 2017 and is currently completing her CA Training

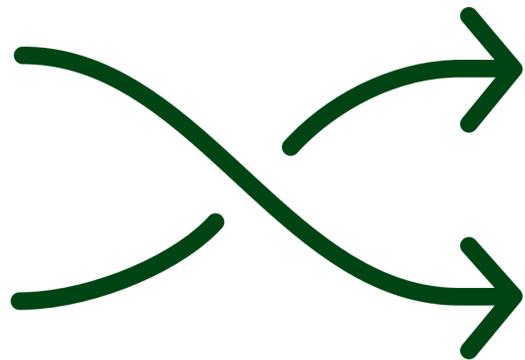
Coming from a non-accountancy background, initially I was apprehensive about what to expect but the size and nature of the firm suited me perfectly. I learnt so much in my first few months working here and everyone is so friendly and helpful! The role can be challenging at times as you are given a lot of responsibility early on in your training but there is a great group of trainees who help and support each other. There is also a whole host of fun social events throughout the year and monthly boardroom drinks where you can socialise with other colleagues from across the firm.

TAX CAREERS

Tax is a fascinating, complex, and rewarding career to choose. Continuous changes and additions to the UK's 11,000-page tax code offer a consistent challenge; and, because we deal directly with clients and their unique needs, there's a constant supply of new situations that we can tackle and solve.

Tax is hard work but very rewarding when done properly. We do it properly. Graduate trainees at Chiene + Tait get to work in a specialist Tax function and, from day one, work on live projects with key clients.

WHICH PATH COULD YOU TAKE?



INDIRECT TAXES

Principally this includes VAT tax planning, which is a highly specialist area within tax. We have a team of four VAT consultants, led at partner level. VAT is a dynamic career and is often reliant on rapidly-changing case law.

PRIVATE CLIENT

Chiene + Tait is rated as one of the top 25 private client practices in the UK. Our clients are very diverse across many sectors:

- High net-worth families and individuals
- Rural estates
- Trusts
- Professional practices e.g. law firms
- Unincorporated investment vehicles

Ultimately we strive to be the trusted advisor to the families and individuals we serve. We do this by building strong and rewarding relationships with our clients, and through providing in-depth technical expertise tailored to their specific tax needs. We do this with sensitivity towards the client's affairs and the utmost discretion.

CORPORATE TAX

Our award winning corporate tax team deal with limited companies, handling both the statutory compliance process (tax returns) and proactive planning, advising on the likes of corporate structures, capital allowances (tax relief on assets), and tax credits for the likes of R&D expenditure, film and theatre production. Under the Corporate Tax umbrella are two further specialist teams:

- **Entrepreneurial taxes** - This focuses on high growth companies and typically deals with taxation matters involving raising external finance, setting up employee share schemes and the taxation of intellectual property
- **Employer taxes** - This work principally advises on Benefits in Kind and how to reduce National Insurance costs for employment

WHAT WILL YOU BE DOING?



TAX COMPLIANCE

Initially, you'll mainly be involved in the compliance (tax return) process, building up an understanding of relevant taxes as well as getting to understand the complex needs of your clients.

WORKING WITH CLIENTS

Tax is a hugely technical area, so you'll typically start client contact once you become more experienced and knowledgeable. You'll also get increasingly complex technical work, including tax planning assignments, which naturally requires greater interaction with clients.

TAX PLANNING

Tax planning focuses on helping clients take action to minimise future tax liabilities. This could entail a brief technical enquiry, or be a hugely complex project lasting several months. Bigger projects might include restructuring a corporate group in corporate tax or appraising the Inheritance Tax efficiency of a rural estate's tax structure in private client. Our department's VAT work is also primarily planning-focused.

This work can be hugely rewarding, requiring technical expertise and problem-solving ability in equal measure. It also requires lateral thinking and the ability to ensure the 'right' tax solution fits the client's circumstances. Unlike some firms we don't offer off-the-shelf tax 'products'; all of our tax mitigation work is bespoke and based on what is appropriate for our client's needs. All work is delivered to the highest ethical standards. Your first involvement in planning roles is likely to be researching particular points of tax law but in time you will be expected to manage complex assignments.

YOUR TAX QUALIFICATIONS

During your early time with us you'll be studying for your Association of Tax Technicians (ATT) qualification. Following completion of the ATT, we'll support you to complete the Chartered Tax Advisor (CTA) qualification while you continue on your journey to becoming an expert tax advisor. The CTA qualification is the gold standard in the tax world and we want all of our graduates to aspire to it.

OUR PEOPLE



Shonagh MacDonald, Tax Supervisor, joined C+T as a Tax Trainee in 2015

Shortly after graduating I joined the C+T team as a Tax Trainee and was given early responsibility in the form of my own client portfolio. A typical day in the Tax department would include preparing clients tax returns, corresponding with clients and partners and keeping up to date with general admin jobs such as ensuring client files are up to date. I was welcomed into the wider team and encouraged to attend client meetings with partners, this allowed me to gain an insight into the client's background and learn more about current taxation matters. I initially studied for my ATT qualification which helped to build the foundation which coincides with the daily work I carried out. I then moved on to my Chartered Tax Advisor qualification and took on a more complex client portfolio which helped develop my knowledge. This qualification examined my advisory skills and my ability to apply my tax knowledge to the case studies which I was presented with. I think a key part of my exam success and career development was making the most of the resources which were available to me. This meant asking my work colleagues for help when I needed it and taking on board the skills and information I had learned in practice.



Joe McKillion, Tax Supervisor, joined C+T as a Tax Trainee in 2015

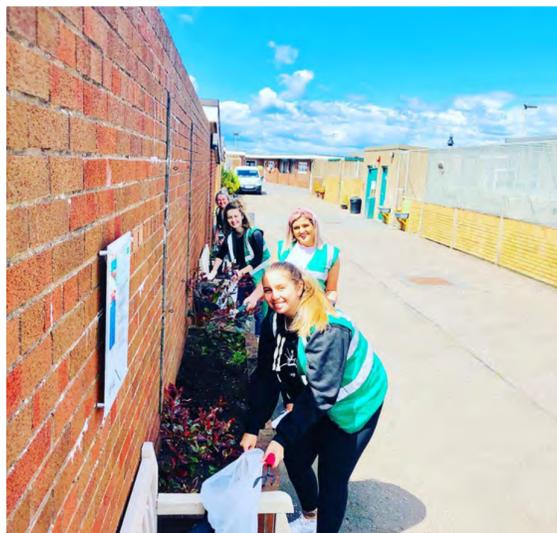
I have been with C+T for over three years and I have enjoyed my time thoroughly. I have been given the opportunity to take part in plenty of interesting advisory work which has improved my technical knowledge and business development. The firm are also very supportive when it comes to studying for professional examinations. However, it is not all hard work and no play, as a department we will go for drinks after work especially during the Edinburgh Fringe Festival. I have met some people who will be my friends for life.

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O U R I M P A C T

Our Corporate Social Responsibility is very important to us. In 2018 we introduced our impaCT charity day, giving our time and resources to increase our community and social investment. We take part in charitable initiatives by enabling staff to volunteer one afternoon, having a paid half day away from the office. At the end of the day we all meet for a BBQ, some drinks and reflection of the great work done. Charities we've helped include Barnado's, Waverley Care, the Moray Firth Partnership, Upward Mobility, The Yard, RSPB, Positive Help, St Columba's Hospice, Edinburgh Cat and Dog Home, Carers of West Lothian and more.



WHAT'S NEXT



- 1** Register an online account at www.chiene.co.uk/careers
- 2** Submit your CV and a covering letter detailing what makes you suitable, your salary expectations and if applicable your notice period
- 3** Complete the application form
- 4** We'll be in touch!

TIMESCALE

We are keen to receive applications immediately and interviews will commence once a sufficient number of suitable applications have been received. Please visit our website for individual closing dates of each role advertised.

ANY QUESTIONS?

Contact our HR team at HR@chiene.co.uk, call us on 0131 558 5800 or visit our website at www.chiene.co.uk

