

Partnership Tax Assistant

Finance, London or Liverpool

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We're fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business's most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

As a Partnership Tax Assistant at Winston Taylor, you will play a vital role in assisting in the tax return process. You will work closely with our partners providing end to end support in the tax return process.

Job title

Partnership Tax Assistant

Recruiting manager

Head of Partnership Tax

Department

Finance

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week from our offices.

Location

London or Liverpool

Perm/FTC

Permanent

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position responsibilities

- The candidate will be assisting in the preparation of partners' UK tax returns;
- The candidate should be familiar with producing a personal tax return, and ideally would have experience of preparing tax returns for self-employed partners;
- The candidate should have some personal tax experience and would be ideally ATT or CTA qualified;
- The candidate should be familiar with using commercial software to prepare tax returns (ideally Digita);
- The candidate should have experience of extracting relevant tax information from HMRC Government Gateway (tax payments, liabilities, filing information etc);

The opportunity for you

Experience, skills, and qualifications

- Familiarisation with tax return preparation software.
- Strong knowledge of tax laws and regulations.
- Excellent research and analytical skills.
- Proficiency in Microsoft Office Suite, particularly Excel and Word.
- Exceptional attention to detail and organisational abilities.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Previous experience in a tax-related role or law firm is a plus but not required.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

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Hannah Jackson
Senior Recruitment
Manager

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Daniel Cheasley
Senior Recruitment
Advisor

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Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

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Meg Vaughan-Irving
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Coordinator

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Lottie Williams
Onboarding Senior
Adviser

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Stage 4

Induction

Stage 5

Ongoing
development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

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