

Business Support Analyst

As a Business Support Analyst at Lumo you will work within the team and be trained in all areas linked to the R&D process that we complete for our vast array of clients. You would be joining an innovative, culture-focused and aggressively growing business with exciting plans for the future and brand new offices (complete with a Playstation, fully stocked fridge and beanbags)

At Lumo we work in partnership with businesses, helping them understand and capitalise on R&D credits to both find and fund their futures.

We firmly believe that our people are our biggest asset and have worked really hard to create a culture in which we have fun, innovate and problem solve whilst always looking to support each other.

As a Business Support Analyst your role would involve:

- A great opportunity to join an expanding practice within their highly regarded R&D Tax team. This diverse role will take accountability for the preparation of Research and Development tax relief claims.
- Onsite visits and telephone calls with clients to gather information about R&D activities.
- Gathering, reviewing and analysing clients R&D cost information.
- Preparing detailed reports for HM Revenue and Customs in relation to the claim for R&D tax.
- Liaising with both HMRC and clients with any queries post submission to HMRC.
- Assisting in business development activities – Podcasts / Videos / Blogs.
- Building and maintaining relationships with start-ups, tech firms, SME's and large organisations.
- Producing reports to explain tax matters clearly and succinctly to clients.

This job might be for you if:

- You want to be part of a business that has a clear purpose.
- You like helping people.
- You enjoy problem solving and thinking outside the box.
- You are comfortable challenging colleagues and customers respectfully in order to get the best outcome.
- You enjoy being part of a team.
- You always strive to do a great job and will go above and beyond to help a client.

Some essentials

- A good standard of education up to 'A' Level, preferably including English & Maths.
- Able to apply their existing experience to understand a wide range of industry sectors, and clearly identify the nature of technical or scientific challenges within these industries.
- Be a strong communicator, with good interpersonal awareness skills. The role relies on your ability to deal with senior technical staff from high profile companies on a one to one basis, guiding them through the claim process and conducting structured interviews.
- Experience gained within a role that has involved supporting Business Development, and the achievement of sales targets and related KPIs.
- Be able to take responsibility for the delivery of R&D claims on the behalf of major companies, as well as generating high quality technical reports that will be reviewed by senior technical personnel at the client site.
- Be well organised, and having the capability to manage their own input into multiple simultaneous projects and handling conflicting demands in a timely manner.
- Be a self-starter who is comfortable engaging with clients and proactively completing projects within tight deadlines.
- Willingness to travel – our clients are in all corners of the UK and from time to time a visit to the client premises will be required.

Why should you apply to come to join the Lumo team?

In addition to the above, with this role we are offering both **part-time** & **full-time** vacancies along with a host of incentives including:

- A vibrant and enjoyable place to work
- 25 days holiday with an extra day per year to a maximum of 30 days NOT including Bank Holidays
- An extra day off at Christmas (Christmas Eve or the day before if this falls on a weekend)
- Your birthday as a holiday (if this falls on a weekend or Bank Holiday the following day is to be taken)
- Flexi working hours
- Opportunity to work from home
- Finish at 4.00 pm on a Friday
- Dress down Friday
- Fully paid for Christmas party
- Regular fun nights out
- Employee Welfare
- Eye Test Vouchers
- Bonus Scheme – the value is dependable on individual performance and firm targets
- Pension Scheme



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The Greenhouse, Amos Drive,
Greencroft Industrial Park,
Annfield Plain, Stanley,
Co Durham, DH9 7XN