

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. We are particularly interested in candidates with a background in with engineering, but would consider candidates from other backgrounds who fulfil the requirements.
- Be a science and technology enthusiast, 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.
- 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, Lomo offers a host of incentives including:

- A negotiable salary based on level of experience.
- A vibrant and enjoyable place to work.
- An open culture in which you will always be heard, respected and your opinion valued.
- A set of clear core values.
- Training & Development opportunities.
- Flexi working hours including an early finish on a Friday.
- Regular fun team nights out.
- Fully paid Christmas Party.
- The opportunity to 'dress down' every Friday.
- Your birthday as a free days holiday.
- Study Support, Subscription and Memberships paid.



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