

Job Description & Person Specification

R&D Caseworker

Responsible To: Team Leader

Hours of work: Part/Full Time contracts available Monday – Friday between 8.30am-5.30pm

Salary: £23,00-£32,000 pro rata based on experience

About the role:

Our clients work in a wide range of industries from innovative engineers to specialist food and drink manufacturers.

The primary focus of the role will be to manage and deliver a client portfolio.

As a case worker the day-to day tasks that you will be required to complete can include:

- Interaction with clients to develop a comprehensive understanding of the projects undertaken and identify how aspects of these projects meet the eligible R&D criteria through directing technical meetings
- Drafting clear technical narrative to support R&D tax relief claims
- Preparation of financial calculations to support R&D tax relief claims
- Develop financial knowledge and expertise to better support R&D tax specific advice to clients
- Provide an exceptional client management service to enhance the wider network of the company

Apart from the duties summarised above, we retain the right to include other reasonable duties.

About Innov8

Innov8 R&D has been established for 3 years now and has enjoyed good growth during this period. At present we help over 600 clients and feel privileged to work with such talented and innovative companies helping them with their R&D credits each year. Our team has grown to 8 but being a small business, everyone plays such an important and varied role in the future development of the business.

We are very much looking forward to the next stage of our journey and welcoming extremely motivated and talented individuals to help compliment and further develop our team.

There is a great work life balance here at Innov8 and flexibility provided. We believe in a “work hard play hard” ethos meaning we frequently engage in a multitude of team events and socials.

We offer career opportunities in a fast-growing, friendly environment with a dynamic and ambitious team.

For more information about Innov8 and are services please visit our website:

www.innov8rnd.co.uk

You can also find us on LinkedIn:



Person Specification

Essential Training and Qualifications

- Full training is provided

Essential Experience & Skills

- A collaborator with excellent communication skills
- A positive individual with a ‘can do’ attitude and good critical thinking skills
- A trustworthy individual with good listening skills
- An organised and time efficient individual with the ability to deal with deadline pressures
- An independent thinker with the ability to work on your own initiative
- An individual who strives to ensure high attention to detail
- Good note taking skills
- Good English and Math skills
- Good working knowledge of IT

Desirable Experience & Skills

- Previous experience of working in team based and consultancy environment.
- Previous experience of working in a finance team
- Previous experience of managing workload autonomously as well as working within a team
- Previous experience of working with Monday.com
- Previous experience of working with Research and Development (R&D) tax relief
- The ability to quickly assimilate new knowledge

To apply for this role please forward your CV by [clicking here](#) or feel free to contact us for further information.