

Candidate Information

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| Position: | Tax Manager |
| School/Department: | Accounting Services |
| Reference: | 19/107590 |
| Closing Date: | Monday 1 July 2019 |
| Salary: | £40,792 - £50,132 per annum (potential to progress to £53,175 per annum through sustained exceptional contribution) |
| Anticipated Interview Date: | Wednesday 10 July 2019 |

JOB PURPOSE:

The Tax Manager will have responsibility for the tax affairs of the University and its subsidiary companies. Core duties will include strategic tax planning, ensuring statutory tax compliance and providing tax guidance and advice as required. The role covers all forms of tax, with a principal focus on VAT. The post-holder will be expected to have, and maintain, an extensive knowledge of relevant tax legislation.

MAJOR DUTIES:

1. Update and develop the University's tax strategy to ensure it remains robust and covers the tax affairs of the University and its subsidiary undertakings with the aim of ensuring compliance and minimising tax liabilities.
2. Undertake early tax planning in relation to a range of projects, initiated throughout the University providing input and advice to Senior Managers on tax, risk and compliance issues. This will include engagement with external tax consultants as appropriate and the management of overseas and international taxation arrangements.
3. Develop good working relations with HMRC to ensure there is a smooth, effective and productive relationship and that the agreed HMRC action plan is delivered in a timely manner.
4. Manage and prioritise the work of the taxation section and be responsible for managing the performance and development of the team.
5. Influencing and working with Senior Management throughout the University to create collaborative relationships to ensure issues and opportunities are identified and progressed in line with the University's strategic aims, with particular focus on the taxation arrangements underpinning the University's Capital Plan.
6. Be responsible for ensuring full compliance with tax laws and regulations, to include the promotion of tax awareness and the provision of advice and training to multi-disciplinary staff across the University.
7. Play a lead role in the procurement and management of external tax advisors to ensure the University's business needs are fulfilled and it obtains best value from its advisors.
8. Manage the ongoing "Making Tax digital" project to ensure that the University complies with HMRC requirements in this area. In addition, ensure all other taxation returns are submitted on a timely and accurate basis.
9. To liaise effectively with all Finance sections, to ensure the efficiency and effectiveness of internal processes. In particular, to work with the Payroll section in respect of employment tax issues and with the Financial Systems and Business Support section to develop tax processing and reporting.
10. Develop an active role in the British Universities Finance Directors Group (BUFDG) Taxation Group, ensuring an up to date knowledge of relevant developments and complex projects within the Higher Education Sector.
11. To manage the insurance arrangements for the University, including liaising closely with the University Insurance brokers in relation to the annual renewal and ongoing claims management.
12. To participate in working groups and discrete projects where relevant and any other duties as considered appropriate by the Director of Finance.

Planning and Organising:

1. Plan and organise individual and team activity.

2. This will include monthly, quarterly and annual tasks and the planning and implementation of legislative, system and other changes.
3. Responsibility for prioritising tasks within the taxation section and manage areas of conflicting demands in conjunction, where necessary, with line manager other senior finance staff.
4. Initiate and implement process changes to optimise business processes in line with University strategy and objectives.
5. Project manage professional activities to facilitate major service, policy and/or operational changes.

Resource Management Responsibilities:

1. Manage the section with responsibility for monitoring resource requirements, in particular staffing.
2. Manage university's partial exemption and other taxations strategies to ensure liabilities are minimised.

Internal and External Relationships:

1. Develop and maintain multi-disciplinary contacts with Senior Management in the University's schools and departments.
2. Maintain professional links with specialist and professional bodies including external auditors and BUFDG.
3. Work closely with senior colleagues in the Finance Directorate to deliver the Directorate's vision and the University's strategic aims.
4. Develop and maintain high quality professional links with HMRC account manager.

ESSENTIAL CRITERIA:

1. Professional tax qualification (ATT, CTA part qualified, or equivalent) or Professional Accountancy qualification.
2. Evidence of commitment to CPD.
3. Substantial relevant experience of providing tax advice in a large complex organisation or in practice.
4. Substantial experience of liaising and negotiating with HMRC.
5. Experience of working with and influencing senior management.
6. Substantial in depth knowledge of indirect taxes.
7. Good understanding and knowledge of direct taxes including knowledge of payroll and employment legislation.
8. Experience in staff management.
9. Outstanding communication and influencing skills.
10. Experience in process improvement and change management.
11. High level of organisation, communication leadership and interpersonal skills.
12. Experience in the use of use of complex accounting systems.
13. Considerable experience in the use of Microsoft Office.
14. Well-developed analytical and problem solving ability. Personal Qualities).
15. Ability to work under pressure to meet strict processing deadlines.

DESIRABLE CRITERIA:

1. HE Experience.
2. System.