

## Candidate Information

**Position:** Assistant Tax Manager  
**School/Department:** Accounting Services  
**Reference:** 22/109597  
**Closing Date:** Monday 28 February 2022  
**Salary:** £34,304 - £40,927 per annum.  
**Anticipated Interview Date:** Friday 11 March 2022

### JOB PURPOSE:

To assist the Tax Manager in providing a comprehensive and professional service within the University's Finance Directorate, relating to the tax affairs of the University and its subsidiary companies.

The role covers all forms of tax, with a principal focus on VAT and customs. The post-holder will be expected to garner and maintain an extensive knowledge of relevant tax legislation.

### MAJOR DUTIES:

1. HMRC Tax Returns:
  - Prepare full working papers and the University's quarterly VAT returns for review by the Tax Manager. Ensure data is uploaded in line with Making Tax Digital requirements and all necessary reconciliations are completed.
  - Assist in the preparation of other required returns for the University and group entities, including Corporation Tax returns.
2. Tax Accounting:
  - Assume day-to-day responsibility for ensuring VAT is accounted for in an accurate and timely manner ensuring effective monitoring and accounting processes are in place on a monthly, quarterly and annual basis.
3. Partial Exemption and Capital Goods Scheme:
  - Play a leading role in the preparation the University's Partial Exemption and Capital Goods Scheme calculations on an annual basis for review by the Tax Manager.
  - Assist with ongoing efforts to maximise VAT recovery and reliefs in respect of new and ongoing activities across the University and its subsidiaries.
4. VAT Guidance, Advice and Training:
  - Provide guidance and advice to staff across the University on a range of tax and customs clearance-based issues, applying specialist knowledge of appropriate legislation and guidance.
  - Advice and guidance to be communicated to wider University as required to include the promotion of tax awareness across the University and assist in the preparation and delivery of tax related training to multi-disciplinary staff across the University.
5. Import/ Export Shipments:
  - Supervise and assist the team to review, manage, and advise on Vat and customs issues relating to imports /exports, to include discussion with relevant area to inform the VAT treatment and advise if VAT and/ or duties can be mitigated. Correspond with shipper and HMRC as necessary.
6. Administration and Processing of Staff Relocation Claims:
  - Supervise and assist the team processing claims for payment.
  - Maintain the University's Relocation Policy, and propose amendments and revision as required.
  - Provide further advice to staff in order to aid interpretation of the Relocation Policy/ associated tax legislation.

7. Lead or Contribute to Specific Projects:
  - Monitor HMRC tax, Customs and other developments to ensure systems are updated and staff are aware of new requirements- (in particular requirements relating to import / export of goods) using initiative to address these projects, as well as applying knowledge, decision making and analytical skills to each project
  - Plan, organise and undertake specific pieces of work arising within the Team.
  - Use own initiative in addressing these projects, as well as applying knowledge, decision making and analytical skills to each project.
8. Staff Management:
  - Staff Management duties in respect of tax team (1.5FTE) including day to day staff supervision and prioritisation of tasks.
9. Other:
  - 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 work on a day-to-day basis for self, Clerical Officer and Placement Student to ensure work is completed within deadlines.
2. Plan own tasks in accordance with known deadlines.
3. Prioritise own work when urgent enquiries need to be dealt with.
4. Ensure HMRC/ Customs related deadlines are understood and achieved.
5. Organise orders and payments in respect of any tax liabilities and related advice.
6. Assist in ensuring complete and accurate record keeping in relation to tax and customs matters.
7. Manage those projects on which the post holder is assigned a leading role.

**Resource Management Responsibilities:**

1. Provide professional specialist knowledge on tax matters.
2. Assume considerable delegated responsibility for a number of the tax processes within the Finance Directorate.
3. Supervise the work of the Clerical Officer and Placement Student to provide service or perform a work process, allocating work and supervising staff, to ensure work runs smoothly and to a high standard.
4. Rationalise and improve tax functionality within the finance system.
5. Identify areas where improvements and efficiencies to current processes could be made.

**Internal and External Relationships:**

1. Liaise closely with colleagues at all levels throughout the University on relevant tax matters.
2. Liaise with tax advisers and customs agents to seek advice and feed into work they complete on our behalf.
3. Maintain regular links with colleagues in British Universities Finance Directors Group (BUFDG).
4. Act as point of contact for External Auditors and HMRC in relation to Tax.

**ESSENTIAL CRITERIA:**

1. \* A professional accountancy qualification.
2. \* Significant relevant experience in an accounting/finance environment working with large and complex accounting/management information systems.
3. \* Substantial knowledge of indirect taxes.
4. \* Experience in the use of complex accounting systems.
5. \* Considerable experience in the use of Microsoft software packages, particularly Excel.
6. \* Staff supervision experience.
7. Effective communication skills to convey messages clearly and succinctly.
8. Well developed analytical and problem solving ability.
9. High level of organisational and time management skills.
10. Ability to work under pressure to meet strict processing deadlines.
11. Ability to work with discretion and confidentiality, ensuring data is managed in accordance with data protection legislation.
12. Good interpersonal and team working skills.

**DESIRABLE CRITERIA:**

1. \* Professional Tax Qualification.
2. \* Professional Accountancy Qualification.
3. \* Experience of liaising with HMRC.

4. \* Higher Education Experience.
5. \* Good understanding and knowledge of direct taxes including knowledge of payroll and employment legislation.
6. \* Good understanding of customs clearance procedures.
7. \* Experience in staff management.