

## Candidate Information

**Position:** Assistant Tax Manager  
**School/Department:** Accounting Services  
**Reference:** 22/110455  
**Closing Date:** Monday 30 January 2023  
**Salary:** £35,333 - £42,155 per annum  
**Anticipated Interview Date:** Tuesday 21 February 2023

### 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 issues. The post also covers Corporation Tax and some payroll tax issues. The post-holder will be expected to have some Taxation experience and will be supported to develop and maintain knowledge of relevant tax legislation.

The post is full time but part time applications are welcomed and full consideration will be given to requests for reduced hours.

### 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. 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.

**ESSENTIAL CRITERIA:**

1. Up to 5 years' experience within a tax environment or finance environment,  
OR  
Professional tax qualification (ATT or CTA part qualified, or equivalent) or Professional Accountancy part-qualification or up to 5 years' experience within a finance environment.
2. At least 2 years relevant experience of providing tax advice and in preparation of tax returns in a business organisation or in practice.
3. Knowledge of indirect and/or other taxes.
4. Experience in the use of accounting systems.
5. Considerable experience in the use of Microsoft software packages, particularly Excel.
6. Effective communication skills to convey messages clearly and succinctly.
7. Well developed analytical and problem solving ability.
8. High level of organisational and time management skills.
9. Ability to work under pressure to meet strict processing deadlines.
10. Ability to work with discretion and confidentiality, ensuring data is managed in accordance with data protection legislation.
11. Ability to ensure technical knowledge remains relevant and up to date.
12. Good interpersonal and team working skills.

**DESIRABLE CRITERIA:**

1. Professional Tax Qualification / part qualification.
2. Professional Accountancy Qualification/ part 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.