Job Details

Title
Tax manager

Department
Finance

Line Manager
Assistant Director of Finance

Job Purpose
Administration, management and planning of tax issues

Main Responsibilities

- Preparation and Review of Value Added Tax (VAT) and EU single Market returns for UOE and subsidiaries.
  
  45%

- Coordination, preparation and review of Corporation (CT) Tax returns for UOE, subsidiaries, and related organisations.

  10%

- Preparation and review of P11D and PAYE Settlement agreements.

  20%

- Project Work: Contribute and advise on tax issues affecting UOE - primarily VAT and CT including VAT liability and input tax deduction.

  25%
Planning and Organisation.

Ensure that deadlines for submission of Statutory returns are met; Monthly, Quarterly and annually.

Problem solving.

Technical analysis of and option appraisal in relation to the tax implications of:

- Major capital projects
- Management of UOE recurrent tax burden and exposure.

Decision making.

In consultation with Finance Senior management team to advise on the tax implications of major capital projects and to contribute to strategic policy direction on tax issues.

Key Contacts/ Relationships.

Internal: Finance Management and internal Finance Audience
College Finance and support Teams

External: HM Revenue and Customs (direct and indirect tax).
University external tax advisers and UOE auditors.

Knowledge, Skills, experience

- Detailed knowledge of VAT legislation, its practical impact and keeping up to date on technical developments.
- Awareness of the CT regime within which UOE, its subsidiaries and related organisations operate.
- Familiarity with HMRC rules on personal tax issues – primarily in relation to expenses and benefits in kind.
- Basic knowledge of bookkeeping and accounting principles including annual accounts preparation
- Familiarity with Microsoft Office IS systems.