

Job Specification

Job Title:	Interim Tax Manager
Reports to:	Head of Finance
Direct Reports:	N/A
Purpose of the role:	Contract position for 12 months to develop processes around the direct and indirect tax affairs of VTL's pension schemes and the TPTRSL corporate group, including VAT, income tax and corporation tax.

Areas of Responsibility:

1. To develop the group's tax function comprising of VAT, corporation tax and income tax.
2. Group VAT PESM:

- a. Review the quarterly VAT return and PESH calculation processes ensuring accurate completion and compliance with Making Tax Digital regulations;
 - b. Liaise with external tax advisors to develop a new PESH in line with recent business changes; and
 - c. Implement the new PESH and update the relevant process documentation.
3. Corporation Tax returns:
 - a. Liaise with external tax advisors to understand the requirements for Corporation Tax returns for both TPTIM and TPTRSL;
 - b. Assess deductibility of certain expenses, reducing tax liabilities where appropriate;
 - c. Review current project spend in line with R&D tax credit legislation; and
 - d. Update process documentation for the production of tax returns.
4. Develop the transfer pricing policy between group companies, updating process documentation where appropriate.
5. Ensure procedures are in place for the pensions schemes' annual income tax returns.
6. Liaise with HMRC and other regulatory bodies to ensure ongoing tax compliance.
7. To manage the development and maintenance of tax-related processes and documentation, ensuring compliance with all statutory regulations concerning the function and business regulation requirements.
8. To support the leadership of the Finance Team in their activities and projects.
9. To ensure the team takes ownership of and is totally committed to TPT's vision, Business Plan and values.
10. To perform all duties in line with TPT's Information Security policy.

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April 2024

11. To comply with the Data Protection Policy when dealing with personal data in the course of employment including personal data relating to any employee, customer, client, supplier or agent of the Company.
12. To act as an ambassador of TPT at all times.

Performance & Engagement Factors	Essential	Desirable
Job & Technical Factors	Qualified accountant. Professional Tax qualification Strong financial skills, with specialism in tax Production of ad-hoc finance reports. Demonstrable experience of leading tax projects. Experience of working with internal controls. Experience in Corporation Tax	Experience in working in Pensions/ financial services. Experience of change management. Experience in VAT and Income Tax
Engaged Behaviour	Actively seeks to identify, instigate and deliver change. Positive attitude. Results driven, ability to deliver quality work to deadlines. Enthusiastic about the role, the Trusts and the Group. 'Team player', able to work with and support the team. Able to work with and support persons from other teams at all levels. Well motivated and willing to accept new challenges. Willing to accept change as it arises in a positive way. Able to motivate colleagues. Takes initiative to develop and improve themselves. Understands how the Group's strategy and values relate to own role.	
Values	Acts in line with the values: <ul style="list-style-type: none"> • Inclusive • Integrity • Innovative • Customer focused • Cost effective • Committed 	

Systems and Processes	<p>Experience of working with sophisticated Finance Systems. Intermediate/Advanced Microsoft Excel skills. Experience of using other Microsoft Office systems. Willing to challenge existing processes and initiate improvements. Has a systematic and controlled approach to the delivery of quality work to deadlines.</p>	<p>Experience of working with NetSuite accounting package. Experience of working with complex VAT calculations in excel</p>
Customer Care	<p>Demonstrates a high level of customer service. Helpful and supportive approach when dealing with people. Drives required quality standards and ensures the team works to these standards Good written and verbal communication skills. Able to communicate effectively with management of the Trust at all levels.</p>	
Performance Factors	<p>Able to plan and control own workload, adapting to changing priorities and delegating to team members accordingly. Results and deadlines driven. Able to work on own initiative with minimum supervision. High level of output and accuracy. Able to work under pressure. Analytical showing attention to detail. Ability to work with and influence people in other teams, and at all levels of management.</p>	