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| **Role title** | Finance Manager - Tax |
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| **Department** | Shepherd Group |
| Head Off |
| **Business unit or function** | Shepherd Group |
|  |
| **Role reports to** | Group Tax and Treasury Manager |
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| **Roles managed** | N/A |
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| **Purpose of the role** |
| To work closely with the Group Tax and Treasury manager in dealing with all aspects of the Group’s tax matters both in the UK and overseas including corporation tax, employment taxes and VAT. |
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| **Accountabilities of the role** |
| Corporation Tax* Assist in the calculation of the provisions for inclusion in the statutory accounts and monitoring of ongoing provisions in the monthly management accounts.
* Assistance in preparing the iXBRL accounts and tax returns for submission to HMRC.

VAT* Support for business units in the preparation of their VAT returns.

Other* Assistance, including PAYE Settlement Agreements
* Assisting with providing advice to our UK and overseas teams on matters relating to taxation and liaising with corporate advisers as required.
* Assistance with other ad hoc projects as they arise.
* Assisting the Group Tax and Treasury Manager with regards to insurance matters including provision of information to our Group Insurance broker and disseminating insurance information to our business units.

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**Competencies, Skills, Qualifications & Experience**

**Essential** attributes are the minimum requirement for a role holder. Without these attributes, the role could not be performed. **Desirable** attributes would enable the candidate to perform more effectively, but they are not critical to the role.

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| **Competency, Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Strong analytical skills and good attention to detail | **√** |  |
| Strong IT capabilities including Microsoft packages and corporate systems | **√** |  |
| Excellent interpersonal and communication skills with the ability to build and maintain relationships at different levels within the organisation | **√** |  |
| Self-starter with the ability to work to tight deadlines | **√** |  |
| A diligent and can-do attitude to work | **√** |  |
|  |  |  |
| **Qualifications** | **Essential** | **Desirable** |
| Qualified Accountant (ACA / ACCA / ICAEW or equivalent) | **√** |  |
| Educated to degree level |  | **√** |
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| **Previous Experience** | **Essential** | **Desirable** |

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| Experience of working in a similar role  | **√** |  |
| Experience of iXBR reporting | **√** |  |
| Experience of compilation of corporate tax returns | **√** |  |
| Experience of VAT compliance | **√** |  |