



# Role profile

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|--|---|----------------------|
| <b>Job title</b>   | Technical Manager, Business Tax                                     |                      |
| <b>Role family</b>   | <b>Management responsibility:</b>                                   |                      |
| Technical Specialist   | Does this role have management responsibility for others? <b>No</b> | Manager / Specialist |
| <b>Overall purpose of role</b>   |   |                      |
| <p>ICAEW is a world leader of the accountancy, finance and tax profession. It is a professional membership organisation and through its Tax Faculty provides insight and technical leadership to shape the development of the tax agenda and the tax profession.</p> <p>The key responsibility of this role is to manage ICAEW's technical policy activities in business taxes and develop high quality practical content for members within an increasingly digital environment.</p> <p>To manage ICAEW's technical policy activities in the Large Business and and SME business tax committees and develop high quality practical content for members within an increasingly digital environment.</p>  |   |                      |
| <b>Main responsibilities of role</b>   |   |                      |
| <ul style="list-style-type: none"> <li>• Manage the Large Business and International Tax activities of the Tax Faculty and deliver them effectively and efficiently in line with operational policies of the organisation, encouraging collaborative working with others.</li> <li>• Manage the SME business tax activities of the Tax Faculty and deliver them effectively and efficiently in line with operational policies of the organisation, encouraging collaborative working with others.</li> <li>• Take lead responsibility for the projects and activities of assigned business committees, consulting with members on technical and practical issues and preparing representations to Government and other stakeholders, including efficient and smooth running of meetings and timely delivery of assigned projects.</li> <li>• Create relevant content for our portfolio of member products and services.</li> <li>• Maintain contact with members and active members through regions, district societies and ICAEW committees including where appropriate other Faculties, Business Committee and Practice Committee.</li> <li>• Attend/convene meetings/events with key stakeholder bodies to discuss matters of common interest and ensure that in future developments the interests of members and the public interest are properly recognised at the outset.</li> <li>• Specific duties will vary from time to time in line with the business needs.</li> </ul> |   |                      |

## ICAEW values – all staff are expected to work to these values

The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

### Initiative

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

### **Insight**

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

### **Integrity**

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

### **Candidate profile**

- A qualified Chartered Accountant and/or a recognised tax qualification with the confidence and interpersonal skills to deal with senior level representatives from the profession, Government, the revenue authorities and a wider group of stakeholders including internationally.
- A wide and current technical and practical knowledge of business tax matters accompanied with excellent communication skills (both oral/listening & written) and a high standard of presentation and accuracy. As the role will require extensive interaction with stakeholders it will require diplomatic skills and the ability to prioritise tasks and work well under pressure.
- The ability to adopt a flexible approach to the tasks to be completed and a very conscientious attitude towards work. The candidate must be proactive, organised and have the potential to engage confidently with senior professionals and stakeholders in explaining the technical and practical policies and materials.
- The candidate must be a team player willing to help and support the team and uphold the high quality standards of work of the Tax Faculty, working as required within peer review processes and be able to meet deadlines.