



Role profile

Job title	Manager, VAT & Duties	
Role family	Management responsibility:	
Technical Strategy	Does this role have management responsibility for others? No	Specialist
Overall purpose of role		
To lead on ICAEW Tax Faculty's role as the voice of tax in the areas of VAT, Customs Duties and related areas. To manage ICAEW's engagement with members and policy makers on these topics and to generate and manage the provision of leading-edge services to members in these areas.		
Main responsibilities of role		
The main responsibilities of the role are to work with the Head of the Tax Faculty, the Senior Policy Adviser, Tax Faculty staff and the wider Technical Strategy department to achieve the following outcomes.		
<ul style="list-style-type: none">• Manage engagement with members in the areas of VAT and Customs Duties through the VAT & Duties Committee and other ICAEW member groups, liaising with active members and working with the Committee to support the public interest role of ICAEW members in the fields of VAT and Customs Duties.• Liaise with HMRC and tax policymakers on VAT and Customs Duties matters including through established liaison committees and develop liaisons as appropriate with international colleagues and others to monitor international trends in these areas, share experiences and identify best practices.• Help support and develop ICAEW's position as a leading commentator on VAT and Customs Duties, both at a detailed policy level and also managing (either directly or in a commissioning and editing role) leading edge material that enhances our reputation as a leading body on VAT and Customs Duties, thereby supporting the reputation and influence of ICAEW members as the leading business advisers and helping UK businesses to navigate the extensive changes to trading arrangements brought about by the UK's withdrawal from the EU.• Prepare and deliver high quality technical and practical information for ICAEW members arising out of the above activities and lead on the development of digital content in the above areas for delivery through ICAEW's website hubs.		
All of the above to be undertaken in consultation and liaison with Tax Faculty members, ICAEW members and wider stakeholders as needed.		
<ul style="list-style-type: none">• Specific duties will vary from time to time in line with the business needs		

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

The post holder is likely to possess the following qualities:

- A qualified Chartered Accountant or tax specialist with the confidence and interpersonal skills to deal with senior level representatives from Government, HMRC and HM Treasury, ICAEW members and a wider group of stakeholders including other professional bodies and potentially internationally;
- Good technical and practical knowledge of VAT. A good working knowledge of Customs Duties and procedures would be preferred but, as a minimum, a demonstrable commitment and desire to develop knowledge and skills in this area would be required;
- Excellent communication skills (both oral/listening, written and presentational), in particular to lead on the development and delivery of a webinar programme on these areas together with associated support material, for example written guidance and FAQs;
- The ability to adopt a flexible approach to the tasks to be completed and a very conscientious attitude towards work. The successful candidate must be proactive, organised and have the potential to engage confidently with senior professionals in explaining the technical and practical policies and materials;
- Be able to work successfully as a member of a small team and be willing to respond flexibly and to provide support to colleagues as required;
- The ability to uphold the high quality standards of work of the Tax Faculty, working as required within our peer review processes and be able to meet deadlines; and
- As the role will require extensive interaction with ICAEW members (both active members and the wider membership), it will require diplomatic skills and the ability to prioritise tasks and work well under pressure.