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Job title	Tax Manager
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Role family	Management responsibility:
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Technical Specialist	Does this role have management responsibility for others? No	Manager / Specialist
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Overall purpose of role

As part of the Tax Faculty team, to be responsible for managing ICAEW Tax Faculty's work across a general range of tax topics including VAT. The precise areas of tax to be included in the portfolio would be dependent upon the specific knowledge and experience of the successful candidate, but the person must have good general knowledge and understanding of UK tax matters and this should include a working knowledge of VAT. The successful candidate will be responsible for managing ICAEW's engagement with members and policy makers in the agreed areas, as well as managing 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 Reputation and Influence Department to achieve the following outcomes.

Manage engagement with members and stakeholders across an agreed range of tax topics in support of ICAEW's public interest role, to include liaison with HMRC, tax policymakers, relevant ICAEW Committees and members, as well as other stakeholders in those agreed areas.

Manage the area of VAT through working with members of the VAT Committee.

Develop and strengthen ICAEW's position as a leading professional body involved in tax policy design and development across the agreed portfolio of tax topics, thereby enhancing the reputation and influence of ICAEW with policymakers and stakeholders as leading business tax professionals and thought leaders.

Manage (either directly or in a commissioning and editing role) the production of leading-edge learning/CPD content and resources which will enhance ICAEW's reputation as a leading professional body concerned with tax.

Support the development of digital content for delivery through ICAEW's channels which reinforces the above responsibilities.

All of the above responsibilities to be undertaken in consultation and liaison with the wider ICAEW membership, policymakers, opinion formers and relevant stakeholder groups.

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 both in the UK and internationally;
- an excellent general technical and practical knowledge of UK taxes and the UK tax system together with a good working knowledge of VAT – a knowledge and understanding of digital tax developments and systems would also be an advantage;
- excellent communication skills (both oral/listening, written and presentational), in particular to lead on the development and delivery of relevant webinars in the agreed areas together with associated support material, including 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, to explain and discuss 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.

The key responsibility of this role is to provide technical leadership across a general range of tax matters which will include VAT. This will include both managing ICAEW's engagement with members in the agreed areas through harnessing their expertise and experience and sourcing, preparing and delivering leading edge material in these areas to support members.

This is a full-time role based in Chartered Accountants Hall, London, but with the opportunity to consider more flexible working arrangements dependent upon business needs.