

Finance Office

VAT Manager

Job Ref: REQ230220

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Finance Office Summary

The Finance Office includes c.45 colleagues who deliver financial support to the University.

Teams within the department include Financial Control, Financial Management, Tax, Procurement and Financial Systems. The teams operate together to cover all aspects from transactional finance through to the development of the University's long-term financial plan and delivery of the £320m+ per annum revenue budget.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose:

The VAT Manager is responsible for the management of the University's compliance regarding indirect business taxes (predominantly VAT, but with a little Customs work), ensuring that VAT accounting, related processes, controls etc. are followed, and the Tax Strategy is adhered to.

As the University is diversifying and expanding into international and digital markets, the role of VAT Manager has become even more pivotal, ensuring we leverage technology advancements and ensure our Tax Strategy keeps pace with our operating environment and digital VAT accounting. The VAT Manager plays a key role in the development, and implementation, of the longer-term Tax Strategy (in respect of VAT) and manages relationships with external stakeholders such as auditors, advisors, tax authorities, and networks.

Job Duties

Duties and Responsibilities:

Strategic

- To provide first line VAT compliance leadership within the University group and to support the Head of Tax in ensuring that the University's finance strategy conforms to VAT legislation.
- To investigate the business implications of new and revised VAT legislation and / or policy and advise senior staff on their implications and application to the University group.

- To ensure that the University is compliant with VAT / taxation requirements around international or overseas transactions e.g., Business to Business cross border supply of services, Business to Consumer cross border supply of digital services, and Customs (cross border movement of goods).
- To agree the TRAC (Transparent Approach to Costing) based VAT Partial Exemption Special Method calculation (PESM), including periodic reviews of the PESH method to ensure it is consistent with the HMRC HE sector partial exemption framework.
- To minimise the VAT tax charge. Advise University colleagues and implement VAT saving / compliance initiatives around major projects e.g., construction of buildings, land transactions, research projects, international projects, and collaborations. This may include collaborating with advisors.
- To review the VAT implications of the University group corporate structure and advise accordingly e.g., VAT grouping, subsidiaries.
- To advise on estimates for VAT recoveries / costs, working with finance colleagues constructing annual budgets and financial forecasts.
- To maintain documentation relating to VAT processes and systems, keeping those under regular review and periodically testing effectiveness and efficiency. This includes regular risk assessment reviews.
- To engage with the HE community, participating in relevant HE sector tax groups (e.g., British Universities Finance Directors Group)
- To liaise with tax authorities and manage stakeholders e.g., HMRC.

Operational

- To function as first port of call for all VAT queries within the University group. This may involve commissioning the services of external professional advisors, in consultation with the Head of Tax and the Director of Finance, and subsequently managing the contribution of these advisors.
- To effectively manage the University's statutory reporting requirements for indirect taxation arrangements, including supervision of the submission of the quarterly digital VAT return.
- To provide a source of expert guidance on indirect taxation issues to University staff, providing specialist and high level VAT advice.
- To keep under review the VAT group arrangements.
- To keep under review and act upon any international VAT (or similar) accounting requirements.
- To undertake complex problem solving and provide solutions (e.g. saving the University VAT costs).

Other

- To undertake other duties as reasonably required including participation as a member of the wider finance team.

Functional Contacts

- Finance colleagues, including the Head of Tax

- University management
- Internal and external auditors
- Tax advisors
- Tax authorities e.g., HMRC

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to always observing the University's Equality & Diversity policy and procedures. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Head of Tax

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in or providing high level and specialist VAT advice to a large complex organisation.	1,3
	Significant experience of providing VAT related advice to senior management.	1,3
	Experience of liaising with HM Revenue & Customs.	1,3
	Experience of a major accounts package and digital VAT / tax solutions	1
Skills and abilities	Strategic thinker	1,3
	Strong leadership, planning and organisational skills.	1,3
	Ability to work efficiently accurately and effectively to deadlines.	1,3
	Complex problem solving and solution focused.	1,3
	Ability to present complex information (written and oral) clearly, persuasively, and enthusiastically to non-financial managers.	1,3
	Ability to work appropriately with confidential issues and data.	1,3
Training	Stakeholder Management e.g., HMRC	1,3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	3
Qualifications	CTA, ACA, ACCA Educated to degree level or equivalent, or qualified by experience	1,3
Equality and Diversity	A commitment to equality and diversity with the ability to role model, adhere to and advocate the University's Equality and Diversity policy.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of VAT issues most prevalent in the Higher Education sector.	1,3

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Management and Specialist Grade 7, £43,414 to £51,805 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for Staff Grades 6 and above, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/az/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>