

## Job Description

Job vacancy:	Head of Tax
Reporting to:	Head of Office, London
Base:	London
Annual salary:	Dependent upon experience
Package:	25 days annual leave 4 x salary life assurance Group Income Protection Scheme Group Personal Pension Scheme

## Job Purpose:

- To lead the delivery of business plans in CBT and PCT, London developing a key portfolio of tax clients and winning new work through a network of business referrers.

## Key Responsibilities:

### Operations

- Agree and ensure delivery of the annual budgets for the tax teams.
- Ensure group operating systems are embedded to ensure GRF and projects are scheduled, monitored and completed on time, within budget and to an appropriately high technical standard.
- Ensure transparent charging, clear monitoring and controls for the delivery of work are in place across departments.
- Lead, motivate and performance manage the teams, providing technical coaching and organising training to enable them to deliver their objectives and meet their career expectations.

### Business Development

- Undertake regular networking activity to raise the profile and business opportunities of Target within the local business and professional communities.
- Deliver a personal new business target annually and support London office's new business targets.
- Develop a strong association with business referrers and intermediaries ensuring leverage is maximised for the whole office.
- Collaborate with all service lines to support a consistent approach to the commercial aspects of dealing with clients including cross-selling, quoting and pricing.
- Coach and mentor the tax teams in the development of new business opportunities.

### Client Director

- Lead the planning and delivery of larger or more complex tax assignments and transaction support engagements coordinating all relevant input to meet client needs, compliance standards and budget.
- Identify additional business opportunities from existing clients, obtain referrals and deliver projects to achieve income targets.
- Create good working relationships with other service lines to generate new business opportunities and ensure client needs and budgets are met.

### London Office

- Contribute to the successful growth and development of the London office as part of the senior management team.

### Tax Board Member

- Contribute to the strategic direction of the tax group, ensuring there is:
  - a coordinated approach to business development and tax ideas/solutions across the tax group
  - Risk management and technical consistency
  - Technical progress and development

### Key Relationships:

- Head of Office
- Directors
- Group Tax SLHs
- BAA
- Clients
- Intermediaries

### Decision Making:

- Method of delivery of new business, client portfolio and Tax team's targets.

### Problem Solving:

- Introduce and regularly review systems and processes to ensure delivery of team targets.
- Manage team responsibilities and client demands on time
- Ensure the tax team consistently deliver high quality technical work.
- Resolve client relationship issues.

### Experience:

- CTA/ACA qualified or equivalent and continuing CPE
- Strong and relevant management experience in a tax environment, preferably working closely with a financial service arm.

### Skills, Knowledge and Competencies:

#### Interpersonal

- Leadership
- Client focus
- Initiative
- Leadership
- Solution focused
- People development
- Relationship building
- Team working
- Risk awareness

#### Technical

- Corporation Tax (advanced planning and compliance skills)
- Other taxes (IHT/CGT) to an advisory level
- Technical knowledge of tax based financial products and cross selling skills
- Presentation skills

### Measurement Data:

- Achievement of financial targets.
- Client feedback and retention.
- Account Manager feedback
- Referrals.
- Cross sales.
- Growth in GRF and projects.