

Tax Specialist

Division/Department	Finance
Reports to	Group Tax Manager
Direct reports	None

Role Overview

Assisting the Group Tax Manager in all aspects of IntegraFin Holdings plc Group taxation.

At a high level this involves collaboratively working with the Group Tax Manager to ensure: accurate calculation and timely reporting of half year and full year corporate tax provisions in the management accounts, annual statutory reports and interim market results; forecasting quarterly corporation tax instalments and ensuring all tax liabilities are paid to HMRC within prescribed deadlines; and, timely submission of Tax returns to HMRC.

The role also involves assisting in the Group's taxation governance, including being proactive in looking at controls across the processes, as well as update of written tax policies and procedures. You must also ensure that taxation queries from internal and external stakeholders are dealt with accurately and expediently.

The successful candidate will have a positive attitude and demonstrate curiosity, enabling them to understand the business and to be capable of considering the impact of tax regulation on the business at corporate and employee level.

Key Areas of Responsibility

HMRC Reporting:

- Preparation of all reports to HMRC on a timely and accurate basis. This includes, but is not limited to: Corporation Tax returns, quarterly VAT returns, Corporate Interest Restriction returns, PAYE settlement Agreement returns and Share Scheme returns;
- Ensuring that all reporting to HMRC adheres to the stipulated rules;
- Assisting with updating the Corporate Tax Strategy annually, and all other areas of the Group's corporate and payroll tax governance.

Tax Regime Changes:

- Escalating any significant issues that may impact the Groups' tax affairs;
- Maintenance of tax knowledge through attendance of external courses/ webinars/ online content etc.

Monthly Management Accounts

- Providing accurate tax figures for all Group companies to the Corporate Reporting team.

Annual Statutory Accounts process:

- Preparation of all annual tax computations, tax provisions and tax disclosures in the Financial Statements;
- Liaison with third parties, such as external tax consultants and auditors, to provide information on a timely basis and to ensure they are working to an agreed schedule, so that all pre-agreed deadlines are met.

Quarterly audit process:

- Assisting the Corporate Reporting team, as required, during the net profit review process, involving all internal and external parties as necessary;
- Ensuring that all tax information requested by third parties is produced on a timely basis and that all information requested by Auditors, in the course of their audit, is complete and accurate.

Payroll

- Assist with the review of the monthly main run and additional payrolls, as well as other payroll tasks including the payments to HMRC and payments for pensions and share schemes.
- Provide cover as necessary for Payroll tasks, with assistance from the Group Tax Manager.

Other responsibilities including, but not limited to:

- Checking and submitting payments on online banking software;
- Preparing and maintaining all procedures and process maps, ensuring they are up to date and accurate;
- Proactively considering the control environment across Corporate tax and how to improve it, assisting with controls testing and documentation;
- Assisting with the preparation and posting of tax journals;
- Assist the Tax Team with onboarding new suppliers and improving the Tax Technology used;
- Identify process inefficiencies and implement practical improvements that enhance accuracy, reduce manual effort, and drive operational efficiency;
- Supporting operational resilience improvements.

Education and Knowledge Requirements

Essential	Desirable
<ul style="list-style-type: none"> • Any of ACA/ACCA/CIMA/CTA/ATT 	<ul style="list-style-type: none"> • University degree

Experience Requirements

Essential	Desirable
<ul style="list-style-type: none"> • Min of 2-3 years of specialising in corporate tax • Proficient in MS Excel 	<ul style="list-style-type: none"> • Experience working in the financial services industry • Experience in VAT and employment taxes • Experience of advanced data processing tools such as Power BI and Power Query • Experience identifying and implementing process efficiencies • Payroll experience

Attributes

- Can do, positive, curious approach to work
- Able to work in a pressured environment and within strict deadlines
- Excellent attention to detail
- Ability to work as part of a team to achieve targets
- Ability to summarise large quantities of complex data accurately
- Excellent communication skills, both written and verbal
- Ability to solve complex problems

Competence Requirements

Working with others (Level B)

Works collaboratively with others to achieve common goals

Impact and influence (Level B)

Builds rapport, uses persuasion and influence to obtain support and buy-in for activities to the benefit of the business

Leadership (Level B)

Demonstrates an ability to drive, motivate and inspire both self and others to achieve goals

Developing self and others (Level B)

Develops self and others, showing a genuine interest in helping others reach their potential

Achievement orientation (Level B)

Works to achieve results and improve individual and company performance through what they do

Customer orientation (Level B)

Develops and maintains strong relationships with our customers and understands how this relationship is central to Transacts success

Relationship building (Level B)

Builds mutually beneficial, collaborative, long term relationships both internally and externally

Planning and organising (Level B)

Has ability to plan, organise and prioritise work

Innovation and continuous improvement (Level B)

Seeks and uses ideas to continually improve performance or themselves and the business

Analytical thinking and decision making (Level B)

Has ability to analyse, investigate and interpret information, issues and situations to make the right decisions in a timely manner

Financial and business awareness (Level B)

Understands what Transact does and the business environment in which it operates

Accountability

As a financial services company we are bound by various rules and regulations. In this role you are particularly accountable for these areas:

CASS Regulations

- Awareness and understanding of CASS rules applicable to all tasks performed and adherence to such rules.

Treating Customers Fairly

- Ensure that the FCA's requirements for Treating Customers Fairly are adhered to in all work processes.

FCA Principles for Business

- Ensure adherence to Principle 10 "A firm must arrange adequate protection for clients' assets when it is responsible for them" through the discharge of the primary objectives of your role.

HMRC, FCA, PRA, EBA and EIOPA Regulations

- Ensure adherence to all HMRC, FCA, PRA, EBA and EIOPA regulations as appropriate, and as directed by Compliance and Senior Management.

Continual Professional Development (CPD)

- Attend and participate in internal training courses as required by your role.
- Undertake continual professional development relevant to your role.
- Continue to maintain technical knowledge and contribute to the development of the knowledge of other team members.

Compliance and Risk

- Adhere to all processes and deadlines as required by the Group Compliance department in line with regulations.
- Understand the risks, control and governance requirements for the group and flag and escalate risks and error within your remit.
- Comply with all internal policies and procedures.
- Comply with the Individual Conduct Rules.

Training and Competence *

All of our staff are expected to acquire and maintain the desired level of competence for their role which requires them to have the skills, knowledge and expertise needed to discharge the responsibilities of their role. This may include Continual Professional Development (CPD).

You are required to:

- Undertake all training required for your role.
- Attend and participate in internal training courses as required by your role.
- Undertake continual professional development relevant to your role.
- Continue to maintain technical knowledge and contribute to the development of the knowledge of other team members.

* For definitions, please see the T&C Guide