1 Advertisement

Post Title: Tax Manager – Workforce and Employment Taxes  
School/department: Finance Division  
Hours: Full time or Part time hours between 0.8 - 1 FTE. Requests for flexible working options will be considered (subject to business need).  
Contract: Permanent  
Reference: 3103  
Salary: starting at £41,526 to £50,000 per annum with flexibility for exceptional candidate (adjust pro-rata for less than 1 FTE)  
Placed on: 07 February 2020  
Closing date: 08 March 2020. Applications must be received by midnight of the closing date.  
Expected interview date: 16 March 2020  
Expected start date: By agreement

The University wishes to recruit a Tax Manager to lead its workforce and employment related taxes compliance, planning and policy development.

Reporting to the Assistant Director of Finance – Finance Corporate Services, you will oversee the University’s worldwide employment and workforce tax affairs with core responsibility for compliance in respect of PAYE, National Insurance, benefits and other workforce related tax obligations arising from the University’s globally mobile workforce.

You will be the University’s primary point of contact both internally and externally on employment tax matters and will drive the development and implementation of policy and best practice through the University’s tax manual project. You will represent the University at meetings and events in relation to employment tax matters in the Higher Education sector.

Candidates must have experience of managing employment tax compliance and a track record of continually improving processes and controls in a changing environment. You must be able to work effectively with colleagues at all levels of seniority and across all parts of the University, in particular with Human resources and payroll colleagues.

You must be able to lead and manage employment tax projects and initiatives and will be a key stakeholder in projects which create an employment tax impact. You will develop the University’s employment tax resilience and planning capability, enabling the University to achieve its strategic priorities at a time of unprecedented change and challenge within the Higher Education sector.

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The Finance Division

The Finance Division is led by the Director of Finance. It comprises approximately 80 staff who provide high quality finance and procurement functions and is co-located with other
Professional Service Divisions and senior management in Sussex House on the University of Sussex campus at Falmer.

The Division provides advice and information on all financial matters to all Schools and Professional Service Divisions at the University of Sussex. The University’s annual budget is £30m and the Division plays a key role in managing budgets, forecasting and reporting, as well as supporting the development of the University’s existing capital and service portfolio. These portfolios include a complex and challenging range of strategically and financially significant projects to support the delivery of the University’s ambitious strategy to 2025 and beyond. This includes state of the art facilities for teaching and research, investment in IT systems to ensure delivery of a world class customer experience for our students, and other innovative and sector-leading projects.

The Division is continually renewing itself and its ambitions to provide consistent high quality services to the University. It equips staff across the University with excellent financial literacy, capability, competence and confidence, and supports the achievement of value for money through improved processes and support, better access to suitable suppliers and improved commercial terms.

The Division has a strong commitment towards staff training and development including, where appropriate, professional qualification study enabling staff to fulfil their potential.

3. Job Description

Post                                      Tax Manager— Workforce and Employment Taxes
Grade:                                    8
Responsible to:                           Assistant Director of Finance (Finance Corporate Services)
Responsible for:                          No direct line management responsibility

Purpose of the post

The post-holder will be responsible for:

- Providing assurance on compliance, risk and planning in relation to employment and workforce related tax on the University’s worldwide activities.
- Continually developing policy and best practice to deliver robust and compliant processes and control environment for the management of employment taxes.
- Working collaboratively with Human Resources and Payroll colleagues to support their implementation of policy led processes and best practice in respect of the management of employment tax obligations.
- Providing objective and trusted tax advice to senior stakeholders in relation to the University’s employment and workforce activities. In particular supporting and advising Human Resources and Payroll colleagues in the delivery of tax efficient and compliant services and processes.
- Building and improving excellent employment and workforce tax management literacy and practice across the University.
- Developing a high level of understanding of business activities across the University and working with senior stakeholders to support risk management, decision making and planning.
1. The University’s primary source of technical and compliance expertise in respect of workforce and employment related taxes.

2. Represent the University on employment tax matters at sector level including engagement through BUFDG regional tax group, attendance at conferences and events.

3. Responsible for providing advice, guidance and support to Human Resources and payroll charged with the management of processes and records to effectively control employment tax deductions, NIC’s, social security and other employment taxes globally.

4. Identify workforce and employment related tax risks and issues through effective monitoring and analysis of business activities and by effective collaboration and engagement with a wide range of stakeholders including Finance and Human Resources colleagues, business owners and managers. activities in the UK and globally.

5. Develop, implement and maintain the University’s tax manual for workforce and employment related taxes.

   Responsible for developing and implementing a framework of policy and practice that provides assurance to senior Finance and Human Resources management of the University’s compliance in respect of Workforce and employment related taxes in the UK and Globally.

6. Provide a comprehensive reporting service to Finance and Human Resources senior management in relation to all Workforce and employment tax activities in support of compliance, planning and risk management.

7. Develop and support an advice and guidance service for the University’s key internal stakeholders including Finance staff, Human Resources and Payroll staff, Schools and Professional Services stakeholders. This includes advice and guidance on tax compliance and efficiency and the use of University tax management systems and processes. It also includes procuring, designing and creating guidance and training materials for delivery through a variety of media including WEB pages, on-line learning and classroom based workshops/presentations.

8. Work with the Finance Service Desk and Human Resources payroll and business partnering functions to embed tax enquiry services into their operations.

9. Raise the profile of Workforce and employment tax risks and opportunities for the University in connection with its activities and develop effective processes to ensure they are managed appropriately.

10. Support University projects and planning, providing advice and technical analysis and working with third party tax advisors to establish tax efficient solutions, including collaborative support to the Human Resources Division colleagues with responsibility for HR payroll taxes.

11. Advise on the management of workforce and employment tax matters in the University’s subsidiary undertakings including Sussex Innovation Centre Management Limited (SINC) and Sussex Estates and Facilities Limited (SEF). Provide advice and support to the SINC
Company Accountant and the SEF Finance team and ensure that an effective working relationship is in place.

Undertake other responsibilities as required by the Finance Division Executive from time to time.

4. Person Specification

The post holder must be able to demonstrate the following essential skills, abilities and experience:

Focus on Quality

| Self-motivated with high professional service standards and good attention to detail |

Planning and Organising

| Strong self-organisational skills, a pro-active approach, with an ability to prioritise and organise competing demands and achieve personal deadlines while maintaining accuracy |
| Able to work with a high degree of personal initiative and to work without the need for supervision |
| Anticipates potential problems and develops contingency plans |

Judgement and Problem Solving

| Able to effectively identify and communicate complicated tax related issues in the operation of any business unit of the University group structure. |
| Identifies risks and proposes ways to manage those risks |
| Able to understand the strategic and operational drivers of a business unit and able to advise senior stakeholders on related tax matters and tax policy. |
| Able to evaluate situations and to use initiative appropriately to successfully resolve problems. Facilitates or leads effective problem solving in meetings or groups. |
| Able to support senior managers in the design, communication and monitoring of an effective tax control environment in the University or within a Unit of the University |

Flexibility and Resilience

| Courage to speak up and to challenge business unit managers and other stakeholders on the tax effectiveness and/or risks and of the policy context of operational activities in business units. |
| Persistence and creativity to ensure that critical messages are received and understood by senior managers. |
| Personal resilience. |
| Manages conflicting priorities effectively |

Qualifications and Experience

| A recognised Tax (CTA) or financial (CCAB) qualification or equivalent. ATT qualified or equivalent with demonstrable clear relevant experience. |
| Experience of effective working within an organisation of comparable complexity and challenge |
| Demonstrable commitment to continuing professional development |
Recent experience of developing and managing workforce and employment related tax policy and practice in an organisation of comparable size and diversity.

Experience of the effective use of multi user HR and finance systems for the control of workforce and employment related taxes

**Focus on Values**

Accustomed to working within a values based environment

Able to demonstrate an affinity with and willingness to upholding the University’s values of:

- **Kindness**
  We will seek to be known as a 'kind' institution. We will care for each other and for the world around us, in responsible and sustainable ways. We will value collegiality and mutual support across all of our actions and activities.

- **Integrity**
  We will ensure that everyone within our community is treated with dignity and respect.

- **Inclusion**
  We will value and celebrate the diversity of our campus community and partners, and what they bring to our activities.

- **Collaboration**
  We will put collaboration at the heart of all that we do, seeking out productive and creative relationships. We will acknowledge and celebrate everyone’s contribution.

- **Courage**
  We will speak out on issues that concern us and will face up to difficult challenges. We will support those who have the courage to change and be bold, innovative, creative and experimental. Through the transformative power of education, research and engagement, we will work for a better world.

The following skills, abilities and experience are highly desirable:

**Influencing and Persuading**

- Able to balance high levels of diplomacy and tact with the use of a more direct approach when required.
- Uses creative approaches to influence and persuade others.

**Communicating with Clarity**

- Able to translate complex technical matters into a narrative that can be clearly understood by senior finance and non-finance managers as needs require.
- Able to apply excellent oral and written communication skills to get a clear message across and facilitate a discussion on key tax matters.

**Teamwork & Projects**

- Able to operate within a cohesive team, providing effective, timely and frequent communication and interaction to help ensure deadlines are achieved.
- Able to plan effectively, recognising constraining factors and dependencies.
- Demonstrates personal commitment to the decisions of the team
- Able to lead complex technical projects, drawing on appropriately skilled staff and consultants effectively to achieve objectives

**Relationship Building**
Credibility to influence and gain the respect of senior academic and professional staff

Qualifications and Experience

Degree level education or equivalent