



JOB DESCRIPTION

JOB TITLE:	Tax and Funding Specialist
GRADE:	6A
REPORTING TO:	Senior Tax and Treasury Specialist
RESPONSIBLE FOR:	This role does not have any direct reports

ROLE OVERVIEW

As the Tax and Funding Specialist you will provide a high-quality service to all stakeholders. You will take ownership of the tax and banking function in the Business, which covers but is not limited to:

- Operational management of the VAT process, including the development and maintenance of clear, well designed control models.
- Operational management of loan facilities, covenants and compliance, assisting the Senior Taxation and Treasury Specialist in ensuring that loan facilities are managed properly.
- Production of the bank reconciliations, ensuring they are performed promptly and accurately to preserve the integrity of ledgers.

MAIN DUTIES & RESPONSIBILITIES

The points below are a summary of your main duties and responsibilities.

Decision Making

- To deputise for the Senior Taxation and Treasury Specialist in their absence.
- To proactively make recommendations to the Senior Taxation and Treasury Specialist on process improvements.
- To demonstrate an organised approach to the tax and treasury function.

Job Complexity

- Reconciling of the VAT control accounts on the general ledger on a monthly basis, for review by the Senior Taxation and Treasury Specialist.
- To prepare VAT returns for all group companies in accordance with legislative timetables, and submit them after approval by the Senior Taxation and Treasury Specialist.
- Provide detailed advice and information on all aspects of the taxation and banking process for all stakeholders, promoting a caring and professional image in line with the Groups vison and values.
- Liaise with HMRC and internal and external auditors for VAT matters.



- To have excellent working knowledge of the loan facilities in place for the business, and understand how they are used to finance the operations of the business.
- To have excellent working knowledge of the covenants and compliance schedules, within the loan facilities.
- To update covenant monitoring models accurately and promptly.
- To understand and operate the control models used for managing loan facilities and support the Senior Taxation and Treasury Specialist in their operation.
- To prepare payments for manager approval in the business ordering system, covering payments relating to VAT and interest payments.
- To manage the bank reconciliation process for review by the Senior Taxation and Treasury Specialist, ensuring the core accounting system is up to date at all times.
- Update financial control models maintained and owned by other Finance Teams promptly and accurately.

Responsibility for Resources

- To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value
- Complying with business confidentiality and information security policies, in line with GDPR and relevant legislation

Communication & Interpersonal Skills

- Live believe housing's values and behaviours, doing the right thing for our customers, our business, and our people.
- To demonstrate a professional manner in dealing with colleagues and other stakeholders at all times.
- To provide accurate and prompt advice and guidance to colleagues in all parts of the business on VAT and other taxation matters.

Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> 5 GCSE's (or equivalent) to Grade C or above including English and Mathematics/or equivalent Qualified AAT or ATT.
Experience	<ul style="list-style-type: none"> Proven experience of providing a VAT management service to a medium to large organisation, with a strong preference for experience of Housing Association taxation issues, VAT Shelter, Partial Exemption Special Methods and group structures. A preference for experience of loan facility agreements and management of covenants. Experience of working in a high quality, performance managed team, providing a high quality service to the rest of the business. Experience of working with a financial management system, preferably Open Accounts Experience of effectively maintaining working relations with both internal and external stakeholders Experience of working with stakeholders of all levels of authority
Skills/Knowledge	<ul style="list-style-type: none"> Ability to think, plan and manage time and to work to tight time frames Ability to use MS Excel to analyse and report information clearly Ability to report information in an organised way with clear audit trails to supporting data. Ability to manipulate and reconcile data and present it in a user-friendly format Good effective communication skills both written and verbal, with internal and external customers Ability to use information technology to a high level of competence. Ability to present information clearly Ability to analyse complex problems and identify solutions Strong analytical, problem-solving, and project management skills. Ability to work with conflicting priorities and manage multiple tasks within the required timeframes