



# Job description

## Tax Manager

April 2021

### Company context

**INTO's mission:**

***Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.***

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched partnerships with 22 universities in Europe, North America and Asia. We have enrolled over 67,000 students from 166 countries and now have about 1700 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far.

### Role context

This position enables group finance to respond more effectively to the changing taxation needs and demands of a business which has seen significant international growth and increasing business complexity.

### Reporting line

The role reports to the Tax Director, working alongside the wider finance teams in the UK, USA and Asia.

### Job purpose

INTO requires a Tax Manager to ensure that the group's global tax compliance obligations are fulfilled, and tax planning opportunities are considered and, where feasible, implemented.

### Key accountabilities and duties

You will be responsible for leading the preparation and review of the UK VAT and Corporation Tax compliance processes for all group entities and joint ventures as well as Tax's input into the Statutory Accounts and Forecasting processes. A key part of the role will also be supporting the Tax Director with ongoing business change projects and helping to drive improvements and efficiencies across the Tax function.

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## Role and responsibilities

- Lead the review and submission of group and entity VAT returns, including partial exemption calculations
- Lead the preparation and submission of UK corporate and partnership tax returns and Tax Disclosures for Group, UK, and US entities
- Prepare tax calculations for the Group budget and forecasting processes
- Support the Tax Director with the preparation of transfer pricing documentation and tax advice in respect of business change projects being undertaken by the group
- Act as the point of contact for tax queries from across the business
- Keep the group up to date with key tax technical changes
- Liaise with tax authorities and external tax advisors where necessary
- Provide the business with tax expertise and knowledge on new product, market and commercial opportunities
- Partner with other business teams and finance colleagues on new initiatives and transformation projects relating to tax
- Work with our JVs and business operations to improve effective tax rates across the group globally while complying with all relevant tax legislation

**The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

## Location

The post is based in Brighton with some flexibility to work at home. Travel within the UK and abroad may occasionally be necessary and flexibility is required to meet the demands of the post.

## Safeguarding

As part of our safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

**This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

Please see the next page for person specification.

## Person specification

	Essential	Desirable
<b>Legal status</b>	<ul style="list-style-type: none"> <li>Eligibility to work within the UK</li> </ul>	
<b>Education/ qualifications</b>	<ul style="list-style-type: none"> <li>Professional accountancy or tax qualification (ACA / CIMA / ATT / CTA) or experience to a similar level</li> </ul>	
<b>Experience/skills</b>	<ul style="list-style-type: none"> <li>Experience of performing a tax role within a medium sized growth business or in practice</li> <li>Strong VAT knowledge and experience in providing technical input in this area</li> <li>Strong UK Corporate Tax knowledge and experience in providing technical input in this area</li> <li>Strong tax accounting knowledge</li> <li>An ability and desire to learn</li> <li>Ability to communicate and build effective relationships with employees at all levels</li> <li>Strong communication skills (written and oral)</li> <li>Ability to manage time and workflow and work independently</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using OneSource compliance software</li> <li>Experience of working on tax projects</li> <li>Basic knowledge of transfer pricing principles</li> <li>Excellent knowledge of Excel and associated skills</li> <li>Knowledge of international tax systems such as USA, Hong Kong and India</li> </ul>

Whilst practical experience of Corporation Tax and VAT in the UK is preferable, as an education company we believe in the power of knowledge and are open to applications from candidates who have historically specialised in one of these and are willing to learn.