

TAXATION DISCIPLINARY BOARD

APPOINTMENT OF INVESTIGATION COMMITTEE AND DISCIPLINARY TRIBUNAL MEMBERS

The Taxation Disciplinary Board Limited (TDB) deals with complaints and disciplinary matters involving members and students of the Chartered Institute of Taxation (CIOT) and the Association of Taxation Technicians (ATT). The CIOT and ATT together have over 30,000 members and students and are the two leading UK professional bodies concerned solely with taxation.

The TDB wants to appoint new members, who will be a mixture of legal, lay and ATT/CIOT members, as part of an expansion program.

Members appointed will participate in both Investigation Committees and Disciplinary Tribunals and may also participate in Interim Order Panels.

The **Investigation Committee** meets to consider complaints and determine whether there is a prima facie case of misconduct by the member or student. They may also sit as assessors to hear appeals against such decisions.

The **Disciplinary Tribunal** hears the cases referred by the Investigation Committee and, when appropriate, impose sanctions. Panel members may also sit on Appeal Tribunals to hear appeals against findings made by Disciplinary Tribunals. On occasions, for appropriate cases, an Interim Orders Panel may be convened.

Committees and Tribunals normally have three members, including a legally qualified Chair, a member of CIOT or ATT and a lay person.

We are looking for individuals who are committed to maintaining and improving professional standards in the public interest; are likely to have knowledge of professional regulation; will have knowledge of the professional advice market, though not necessarily in relation to taxation. Successful applicants will be able to

- assimilate large quantities of information
- evaluate evidence logically and impartially
- formulate a coherent view of the case
- undertake structured decision making
- articulate their decisions at the tribunal
- use IT confidently, including Microsoft Office 365 suite and videoconferencing.

The expected time commitment is an average of a day a month. A fee of £350 is paid for a day's attendance at a Committee or Tribunal, with further pay at this rate for additional necessary reading time.

For more information on the role please contact the Board Chair, Susan Humble (suehumble@tax-board.org.uk). Applications should be submitted electronically to Interim Head of Operations, Sarah Gardiner (sgardiner@tax-board.org.uk) in the form of a letter outlining how you meet the requirements,

together with a CV (2 pages maximum). Applications must be received by 31 October 2022. Interviews will be held in London are likely to take place in mid-November, with appointment shortly thereafter.

The Taxation Disciplinary Board is an Equal Opportunities employer and welcomes applications from a diverse field of candidates