



Chartered
Institute of
Taxation.

International Tax and Finance Administrator

Role Information Pack
August 2025

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Welcome

Thank you for showing interest in the International Tax and Finance Administrator. The CIOT and ATT are educational charities and the leading professional bodies in the UK for tax advisers and tax technicians dealing with all aspects of taxation. If successful, you will be joining a dedicated team of staff and volunteers who ensure that we continue to meet our primary purpose of promoting education in taxation. Our key aim is to achieve a more efficient and less complex tax system for all, and you will see from our annual reports that we do this through a wide range of activities.

At the CIOT and ATT our vision is: to remain the leading bodies for taxation professionals in the United Kingdom, serving the public interest through the pursuit of excellence and with integrity, and we're looking for people who are excited about joining us on our journey. To help us achieve our vision we're looking for exceptional people who live our values and behaviours and who can inspire others; embrace change; deliver results and keep it simple.

We live by our values which are:

Ethical - We act with integrity, promoting high ethical standards and accepting accountability for our actions.

Collaborative - We value working constructively with stakeholders to achieve our goals.

Inclusive - We welcome, respect, and value everyone and actively consider how to be accessible.

Empowering - We encourage and enable personal growth and seize opportunities.

Progressive - We are future focused; constantly learning and driving improvements that deliver enhanced service excellence.

Committed - We are focused on and dedicated to the consistent delivery of our charitable objectives and services.

We know that an inclusive environment makes us more accessible and ensures we attract, engage, promote, and retain exceptional people. We welcome applications from all individuals regardless of age, gender/gender identity, sexual orientation, ethnicity/nationality, disability, or military service and welcome those who have taken career breaks. We will consider flexible working arrangements or home working arrangements for any of our roles and offer workplace accommodations to ensure you have what you need to effectively deliver in your role.

We're an organisation which was founded by ordinary people who were dedicated to making tax as simple as possible for the public and providing qualifications that are open to all. Our members and volunteers come together to help each other get the most from their Professional Bodies and enhance their future careers. If you come to work here at the ATT and CIOT, you'll be part of that. Part of something a bit different. And something really quite special.

What's more, we have a strong ethic of care for each other and our members. We recognise that our employees feel most appreciated when their thoughts and values are respected and considered. We're committed to creating a culture that recognises and truly values our individual differences and identities. So, if you'd like to be a part of an inclusive workplace where you can be yourself, where your talents are nurtured, and you feel empowered to contribute, then please apply.

Jane Ashton

ATT CEO

Helen Whiteman

Chief Executive, CIOT



About the CIOT and ATT

The CIOT is the leading body in the UK for taxation professionals dealing with all aspects of taxation. Our primary purpose is to promote education in taxation. One of our key aims is to achieve a more efficient and less complex tax system for all. Our comments and recommendations on tax issues are made solely in order to achieve this aim; we are an entirely apolitical organisation. Membership of the CIOT is by examination, nationally recognised as the gold standard of UK taxation education. We support our 20,000 members and 5,000 students throughout their tax careers, providing assistance through our London-based head office and network of 35 branches. The CIOT is a registered charity, number 1037771, a chartered corporation and a regulatory body for the purposes of Anti-Money Laundering supervision of tax practitioners.

The CIOT is a member of the Confédération Fiscale Européenne (CFE) and is registered under the European Commission's Transparency register, number 91596579174-61. The CIOT is managed by its chief executive and directors, under the strategic guidance of the Council. The CIOT is a Chartered corporation established under Royal Charter. Its governing documents comprise the Charter, Byelaws, Member Regulations and Council Regulations. The CIOT does not raise funds through asking for public donations in any form.

The primary charitable objective of the ATT is to promote education and the study of tax administration and practice. One of our key aims is to provide an appropriate qualification for individuals who undertake tax compliance work. Drawing on our members' practical experience and knowledge, we contribute to consultations on the development of the UK tax system and seek to ensure that, for the general public, it is workable and as fair as possible. Our members are qualified by examination and practical experience. They commit to the highest standards of professional conduct and ensure that their tax knowledge is constantly kept up to date. Members may be found in private practice, commerce and industry, government and academia.



Role description

Job Purpose

To manage international tax returns in a timely manner for various jurisdictions and process our cash and bank transaction to ensure accurate recording and reporting of the financial accounts.

Operating Environment

The Chartered Institute of Taxation ('CIOT') and the Association of Taxation Technicians (ATT') form between them, a worldwide tax family of over 35,000 tax students and professionals.

The CIOT is the leading professional body for taxation professionals in the UK. A registered charity, with the primary purpose of promoting education in, and the study of, administration and practice of taxation, has over 20,000 members (titled as Chartered Tax Advisers (CTAs'). It operates on an apolitical basis designed to achieve, amongst other things, a better and more efficient tax system for all involved.

Framework & Boundaries

One of the main challenges of this role is managing the international tax liabilities and submissions across multiple countries on time. The role requires handling large datasets and ensuring that all territory-specific submissions are accurately prepared and sent to the relevant tax authorities within the required deadlines.

Maintaining regular communication and building strong relationships with both UK and international tax partners is essential to the success of the role. Staying informed of any changes helps prevent delays, interest charges, or penalties.

Strong organizational skills and effective time management are critical, as the role involves planning ahead to ensure all returns are submitted on time.

We are currently working through a reduced number of historic submissions and registrations in various jurisdictions. Once the remaining jurisdictions have been submitted, it is expected Business as Usual or current submission of returns will commence in 2026.

The finance admin part of the role primarily involves daily allocation and posting of bank receipts, bank reconciliations and updating cash flow statements, processing refunds and responding to queries in the accounts inbox. While we are developing the automation of the bank reconciliations, this position will initially include three days per week dedicated to allocating and posting bank receipts to the correct student or employer accounts using the CRM, finance system, and Opayo

During bank reconciliation development period, the International Tax and Finance Administrator will collaborate with the Branches Accounts Assistant to share bank reconciliation duties, allowing dedicated time for international tax work. All monthly bank transactions must be posted by the second working day of the month, in line with management accounting reporting deadlines

The manual cash postings transactions are expected to reduce, as the bank reconciliation automation development is activated. This is currently in progress and is due for completion by the end of 2026. Once the automation of the bank reconciliation is completed the cash posting, reconciliations and admin tasks will be the sole responsibility of the International Tax and Finance Administrator. In addition, the role will support the accounts receivable function with our monthly billing, raising sales invoices and credit control when needed. As part of the finance team, the role may also cover other tasks during team member's annual leave.

Key accountabilities

- Run monthly income reports from the CRM system for all international students in designated countries
- Update the master spreadsheet with monthly tax liabilities
- Ensure sales tax is calculated accurately according to each country's applicable rate
- Follow the submission timetable and prioritize countries based on approaching deadlines
- Maintain regular communication with UK and international tax partners to confirm correct tax rates and thresholds
- Prepare monthly liability reports for inclusion in the month-end schedule
- Arrange tax payments to partners in each country when required

- Attend weekly compliance meetings with UK tax partners
- Review sales reports for newly added countries and notify the education team and manager
- Engage with the education team to stay informed of changes in services, new country additions, and income trends
- Daily allocation of cash from the bank posted into accounting and CRM system
- Complete bank reconciliations by the second working day of each month
- Checking and responding to CIOT email inbox queries
- Daily Updating cash flow statement
- Processing refunds for students
- Raising monthly sales invoices for registrations and exams
- Support with credit control when needed
- Covering team members when on annual leave
- Collaborate with the Finance Manager on monthly and quarterly tax reports
- Prepare year-end schedules for auditors detailing annual tax liabilities
- Dedicate two full days per week to international tax responsibilities
- Provide ad hoc reporting support to the Financial Controller

Skills needed to fulfil the role

Knowledge and experience

- Over five years' experience working in finance and accounts department
- Independent and able to manage own time and workload
- Excellent organizational skills and able to meet deadline
- Bank reconciliation and cash posting experience
- Experience using multiple IT finance and accounting systems
- Experience using finance and accounting systems
- Experience working with large volumes of data

Functional/technical skills

- Intermediate excel skills and ability
- Posting transactions in accounting systems
- Good communication skills and good at building relationships
- Foundational accounting and finance knowledge

Interpersonal and work management Skills

- Strong interpersonal skills to build effective working relationships.
- Flexible and adaptable to change.
- Strong communication skills, verbal and written
- Professional manner and approach to tax experts.
- Demonstrates a customer service mentality to their internal and external stakeholders.
- Hands on and self-starter who is able to set and manage their own priorities.
- Can do attitude and positive approach to work.
- Team Player.

Salary & benefits package

Salary

The salary for this role is circa £33,294.02 per annum, 35 hours per week (hybrid).

Pension

Upon joining, you will be automatically enrolled into the Aviva Group Pension Plan (9.5% employer and 3% employee contribution).

Insurance

- Income protection cover which provides up to 75% of salary if you are absent due to ill health for more than 13 weeks.
- 24-hour group personal accident scheme providing a sum equal to three times current salary in the event of your permanent disability/ loss of a limb/ death.
- Non-contributory life assurance cover of 4 times your salary.

Holiday entitlement

The organisation offers a generous holiday entitlement from 25 - 30 days depending on your length of service, and pro-rated based on your working pattern.

Optional Benefits

Bupa (private medical insurance)

You can join our company-paid private medical insurance scheme which pays for the cost of private medical treatment for acute conditions.

Healthshield Essentials (including Employee Assistance Programme)

You can join our health & benefit programme. We pay the cost for the basic level (including any dependent children). The benefits include the refund of a range of medical costs (dental, optical, physiotherapy etc) and an employee helpline covering medical and legal issues and counselling.

Interest Free Loans

After 6 months service you may apply for an interest free loan to help with the purchase of a season ticket or a bicycle.

Continuous Professional Development

The Chartered Institute of Taxation requires all professional employees to maintain their CPD activities and offers an exciting range of learning opportunities through its branch and conference programmes.



Guidance notes for applicants

Thank you for considering working with us. These notes are designed to help you through our application process. However, if you have any questions regarding the process that are not covered here, please do not hesitate to contact Rakhi Patel (HR Operations Lead), at rpatel@ciot.org.uk for advice.

The deadline for applications is Friday 29 August 2025 by 5pm.

You can apply by submitting a covering letter and up to date CV via email to Rakhi Patel, as per the email address provided above. Your covering letter should make it clear how your skills and experience match those described in the advert or job description.

If you wish to find out more about the role before applying, you may do so by emailing Rakhi Patel. This will not prejudice your application in any way.

If you do not hear from us within 2 weeks of applying this means that you have not been shortlisted on this occasion. Failure to be shortlisted for one role does not bar you from applying for others when they are advertised. This post will be resourced through a two-stage interview process.

If you are invited to interview you must confirm your attendance by the deadline stated in the invitation

email. If you do not do so we will assume you are no longer interested. If there is to be a presentation or test you will be informed of this in advance.

If you have a disability and require special arrangements to be made, please notify us as soon as you are shortlisted so we can try to accommodate your needs.

You will be told during the interview when you may expect to hear the outcome.

Although we appreciate the time and effort that goes into applying for a post with us, we do not give individual feedback on applications or interview performance.

Successful candidates will be required to provide their original qualifications, proof of the right to work in the UK and the details of two referees before they commence employment.

We look forward to receiving your application.

