

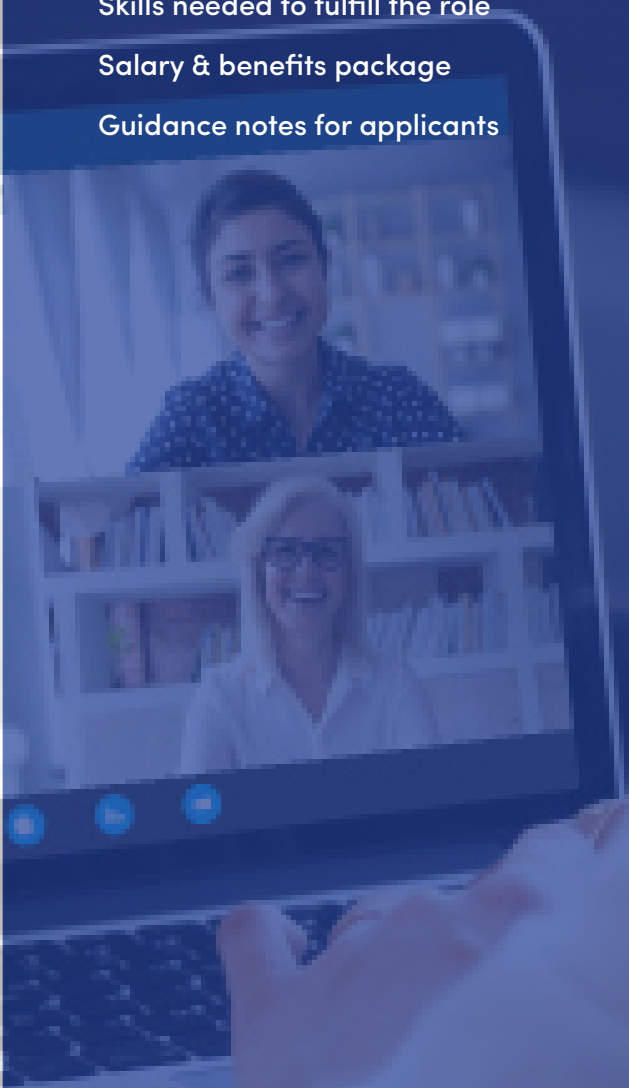
Chartered  
Institute of  
Taxation.

# International Tax & Finance Administrator

Role Information Pack  
January 2025

# Contents

Welcome	3
The Organisation (CIOT/ATT)	4
Role description	5
Key accountabilities	6
Skills needed to fulfill the role	7
Salary & benefits package	8
Guidance notes for applicants	9



# Welcome

Thank you for showing an 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 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.

- Ethical** - we promote the highest professional standards
- Collaborative** - we work together to achieve the best results
- Inclusive** - we support and respect all people, embracing diversity
- Empowering** - we encourage leadership, initiative, and innovation
- Progressive** - we continuously drive improvement, leading to real change
- Committed** - we deliver high quality, good value 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

CIOT and ATT provide tax qualifications in multiple international countries. Due to growth in these markets, we require a Tax and Finance Administrator to support the finance team. They will be responsible for the recording and administration of all our international sales tax and the raising of our sales invoices supporting the accounts receivable function with our monthly billing. They will ensure that all international sales tax is correctly reported and remitted to the corresponding country by their due date

The Tax and Finance Administrator will support the billing function by raising monthly employer invoices for examination and student registrations within the international territories and the UK. They will assist with the fulfillment of ad-hoc invoicing when required by the organisation including the annual membership invoices, committing to delivering correct and timely invoices to the employers of our students, who are our main customers.

They will be responsible for the compliance and submission of international sales tax in our trading territories. Managing up to 67 territories in CIOT and India and the Gulf state countries for ATT, they will provide monthly sales reports from our CRM system calculating the tax due and using the data to manage the monthly, quarterly, and annual returns.

They are responsible for checking each country's sales tax output is correct and all liabilities are settled by the deadline required. They will liaise with our tax partners in the UK updating all changes to tax rates and thresholds and ensure that all returns are submitted to our tax partners in each territory on time.

As part of the finance team, they will report to the Senior Financial Accountant, who will ensure calculations are included in our accounts on a monthly basis. They will also produce monthly reports for the Financial Controller and be involved in yearend audit reviews

The role does not require tax specialist knowledge but a sound background and experience working in a finance and accounting department is essential.

## 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, the administration and practice of taxation, it 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. This includes the public, taxpayers, advisers, and relevant statutory authorities. It is also internationally active, especially in Europe, through the ADIT qualification.

Founded in 1989, the ATT is a charity and the leading professional body for those providing UK tax compliance services. The primary objective of the Association is to promote education and the study of the administration and practice of taxation for the public benefit. One of the key aims is to provide an appropriate qualification for individuals who undertake tax compliance work. Those who meet the membership requirements have their qualification recognized by use of the title of 'Taxation Technician' and the designatory letters 'ATT'.

## Framework & Boundaries

The main challenges for the role are maintaining the number of countries liabilities and submissions.

Dealing with large volumes of data and ensuring all territory submissions are sent to the tax partners on time.

Regular communication and building good relationship with the tax partners in the UK and international countries is key to the success of the role. Being regularly informed by the tax partners helps to avoid any potential interest fees and penalties.

Excellent organisational skills and time keeping are essential to the role. By creating timetables and planning ahead to achieve all the tax due dates, this ensures each return is sent to our tax partners in time for them to submit them.

# Key accountabilities

- Run monthly income reports from our CRM system for all international students in the designated countries.
- Raising sales invoices for examination and student registrations on a monthly basis to all customers internationally and in the UK
- Assisting with Annual membership invoicing and any ad-hoc billing needed.
- Using the master spreadsheet to update the monthly tax liability to ensure the sales tax is calculated at the correct rate for each country
- Setting up a timetable with due dates of all countries submissions and prioritizing countries based on deadlines.
- Regular communication with tax partners in the UK and overseas to ensure all rates and thresholds are correct.
- Ensuring new countries are reported and added to the spreadsheet to capture any additional tax due.
- Creating monthly reports of all the liabilities to be included as part of the month end schedule.
- Setting up tax payments to the various partners in each country if needed.
- Working with the Accounts receivable and credit controller to meet invoicing deadlines and supporting them with credit control when needed
- Organising monthly meetings with the tax partners in the UK to ensure we are compliant.
- Regularly review the sales reports of any additional countries added and report to education team and Inform manager of these additional countries.
- Communicate and engage with the education team thereby being updated on any changes to services in particular new countries and growth or decline in income in these countries
- Work with the senior financial accountant on monthly and quarterly tax reports.
- Prepare schedules at yearend for the auditors regarding our annual tax liabilities.
- Other ad hoc reporting for financial controller.
- Cover team members during annual leave

# Skills needed to fulfil the role

## **Knowledge and experience**

- Over five years' experience working in finance and accounts department.
- Experience using a CRM system
- Experience using finance and accounting systems
- Posting sales invoices and resolving payment queries
- Experience working with large volumes of data.
- Credit control experience or chasing customers for payments.
- Independent and able to manage own time and workload.
- Excellent organisation skills and able to meet deadlines

## **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.
- Professional manner and approach to tax experts.
- Demonstrates a customer service mentality to their internal and external stakeholders.
- Flexible and adaptable to change.
- Hands on and self-starter who is able to set and manage their own priorities.
- Flexible and positive approach to work.
- Team Player.

# Salary & Benefits

## package

### Salary

The salary for this role is £32,168.14 per annum, 35 hours per week (hybrid) requiring 1-2 days a week in the office for the first month and during Audit period in February and then 1 day a month in the office for the remainder of the year.

### Pension

Upon joining, you will be automatically enrolled into the Aviva Group Pension Plan (9% 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 22 - 27 days depending on your length of service.

### 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 Sharon Jepson at [sjepson@ciot.org.uk](mailto:sjepson@ciot.org.uk) for advice.

The deadline for applications is 30 January by 5pm.

You can apply by submitting a covering letter and up to date CV via email to Sharon, 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 Sharon, or by calling HR on 02073400563 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 one stage interview process. Interviews are likely to be 11 February at our London office.

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.

