



Job Description

Job title	Professional Standards Officer
Department	Professional Standards
Reports to	Head of Professional Standards
Location	Remote Worker
Working hours	35
Salary	£30,000-£40,000 (dependent on experience)

Job Purpose

Working collaboratively within the ATT/CIOT governance structure, the Joint Professional Standards Committee (JPSC), the joint CIOT/ATT professional standards team, and the wider organisation to ensure that the professional and compliance standards are up to date, fit for purpose, conform to statutory requirements where relevant and are adhered to by CIOT and ATT members.

Key accountabilities

The precise content of this role will thus vary according to the JPSC action plan, management priorities and updated work allocations but as at January 2021 it is envisaged that it will include:

- Assisting with Professional Standards policy and guidance work including Professional Indemnity Insurance (PII) policies, Continuing Professional Development (CPD) rules, Professional Rules and Practice Guidelines, Professional Conduct in relation to Taxation and engagement letters
- Preparing statistics and papers for meetings
- Assisting with CPD audit and PII checks
- Assisting with updating website material
- Research for consultation responses
- Participating in Anti Money Laundering (AML) visits and in due course carrying out visits
- Assisting with writing reports eg HM Treasury AML report
- Assisting with clearing cases of non-compliance arising from the Annual return and AML return
- Answering member queries about professional standards and AML matters
- Setting up and attending working party meetings

You will also be required to on occasion visit the Head Office, and travel to complete AML visits.

The intention is to move from 'assisting with' to having responsibility for some specific areas of Professional Standards and AML work depending upon the PSO's skills and experience.

Job impact (desired impact of this role)

- Guidance and regulations reviewed and updated on a more timely basis
- Greater capacity to audit PII compliance
- Greater scope to review and audit CPD compliance



- Additional resource to meet AML OPBAS targets and other related AML supervisors obligations
- Greater capacity to follow up members who fail to submit Annual return

Skills needed to fulfil the role

- Practical experience of working in tax and ideally a relevant professional qualification
- Basic understanding of AML
- Strong communication (written and oral) skills
- Capable of and comfortable with speaking to members to answer their queries, follow up non-compliance etc
- Self-motivated, able to work on own initiative as well as a team member
- Flexible mindset and willing to learn new skills
- Conscientious and thorough approach to work
- Friendly and approachable manner