



Chartered
Institute of
Taxation.

CIOT Technical Officer

Job Information Pack
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Welcome

Thank you for showing interest in the CIOT Technical Officer role at the CIOT. As an educational charity and the leading professional body in the UK for 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.

Like many other organisations, the past 18 months has seen an acceleration in our services being offered through more digital and flexible means. We have adapted and performed well and are keen to harness opportunities to continue to grow the CIOT and CTA brand in the UK and through our global partnerships. This is a new role, which will be working with an established and committed team to deliver against our three strategic aims of Education, Standards and Voice. We have a number of exciting initiatives that we would like you to both lead and play a supporting role on, and we will talk more about some of those through the selection process. We'd also like you to bring your ideas and experience to the role to help us innovate and meet the needs of all our key stakeholders.

I hope you will consider applying for this role and become part of our friendly and committed team.

Helen Whiteman

CEO



The organisation (CIOT)

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 19,000 members and 5,000 students throughout their tax careers, providing assistance through our London-based head office and worldwide network of 40 branches.

The CIOT is a registered charity, number 1037771 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 company established under Royal Charter. Its governing documents comprise the Charter, Byelaws, Member Regulations and Council Regulations.

Policy on fund raising from the public:

The CIOT does not raise funds through asking for public donations in any form.

For the Annual Report and Financial Statements of the Institute visit:<https://www.tax.org.uk/annual-reports>



Role description

The CIOT is an educational charity. Our primary purpose is to promote education in taxation. One of our key aims is to work for a better, more efficient, tax system for all affected by it – taxpayers, their advisers and the authorities.

The individual is expected to help the CIOT realise these aims, principally in written submissions or verbally at meetings, as well as assisting their Chairs co-ordinate and progress the activities of their respective Committee(s) / Working Groups.



Key accountabilities

Technical submissions and related work:

- Research and draft technical submissions in response to consultative documents and other papers, gathering views and input from committee members (whilst being mindful of the CIOT's impartial and apolitical stance), and ensuring submissions are of the highest quality and lodged in a timely fashion.
- Input into the legislative process, where relevant making budget representations, commenting upon draft legislation, producing briefings on the Finance Bill etc.
- Research and prepare reports on aspects of the tax system in response to problems or possibilities identified by the Technical Policy and Oversight Committee, or initiatives by the Technical Officer(s) subject to approval by the Technical Policy and Oversight Committee Chair / relevant Committee Chair / Director of Public Policy / Head of Tax Technical, as appropriate.
- Research and draft responses to technical points raised by members or others (in terms of whether these are issues to be pursued - the CIOT does not offer a technical consultancy service for its members).

Representing the CIOT and engaging with stakeholders:

- Represent the CIOT at meetings with HM Revenue & Customs, HM Treasury, and other stakeholders.
- Establish a professional working and ongoing relationship with relevant parts of HMRC/HMT, and colleagues in other professional bodies.
- Create opportunities for interaction with HMRC / HMT, particularly in relation to consultation exercises, and proactive projects.

Promote the technical work of the CIOT:

- Write articles for Tax Adviser, the CIOT's website, and other media as necessary.
- Assist with the drafting of press releases and other publicity material.
- Attend the CIOT's conferences and branches from time to time, speaking / presenting as appropriate, mainly by way of contributing to discussion groups or reporting on Technical activities.

Arrange and attend Committee and Technical Policy and Oversight Committee meetings:

- Attend and prepare for meetings of the Owner Managed Business and Digitalisation and Agent Services Committees, together with meetings of other working groups, as assigned.
- Attend meetings of the Technical Policy and Oversight Committee and other CIOT Technical Committees (as may be appropriate from time to time).
- Deal with matters arising from those meetings

Having an engaged network of volunteers:

- Working with the Technical Team Administrator, assist with applications for Committee membership, monitor the level of attendance at Committee meetings and input from volunteers.
- Ensure Committee remits and expertise lists are kept up to date, and that new and existing members' expertise is captured.
- Help identify new Committee members, and the succession of Chairs and Vice-Chairs.

Work collaboratively:

- To work collaboratively with other parts of the CIOT, particularly Professional Standards, External Relations, and Membership.
- Liaise with the Head of Tax Technical to ensure efficient use of resources, and help cover the work of other Technical staff, if appropriate.
- Liaise with Technical Team Administrator over all relevant aspects of the work, including organising meetings, maintaining the submissions list, finalising and submitting papers etc.
- Carry out other duties as may be assigned by the Head of Tax Technical, Director of Public Policy, Technical Policy and Oversight Committee Chair or Committee Chair from time to time.

Skills needed to fulfil the role

- Relevant tax technical skills.
- Communication (written and oral) and interpersonal skills.
- Time management and multitasking capabilities.
- Ability to handle sensitive situations / disagreements.
- Ability to prioritise work.
- Ability to use office IT systems.

Job impact (desired impact of this role)

- The CIOT's technical submissions reflect our charitable objectives, are submitted in a timely fashion, and are recognised as being of the highest quality and impartiality.
- The CIOT has an engaged and varied group of volunteers, enabling us to provide insights on a broad range of tax matters.
- The profile of the CIOT's technical work is raised.

Professional qualifications

- Member of CIOT or otherwise suitably qualified by experience

Salary & Benefits Package

Salary

The salary for this role is circa £64,000 per annum.

Pension

You will be automatically enrolled into the Aviva Group Pension Plan (9% employer and 3% employee contribution) upon joining.

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 Offering staff holiday entitlement from 22 – 27 days depending on length of service. Staff also get a discretionary extra day holiday during Christmas.

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.

Child Care Vouchers

Our salary sacrifice child care voucher scheme is currently run by Kiddivouchers.

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 Vora (rvora@ciot.org.uk) for advice.

You can apply by submitting a covering letter and up to date CV via email to Rakhi Vora rvora@ciot.org.uk. Your covering letter should make it clear how your skills and experience match those described in the advert and job description.

If you wish to find out more about the role before applying you may do so by contacting the individual identified in the advert. This will not prejudice your application in anyway.

If you do not hear from us within 2 weeks of the closing date 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.

