

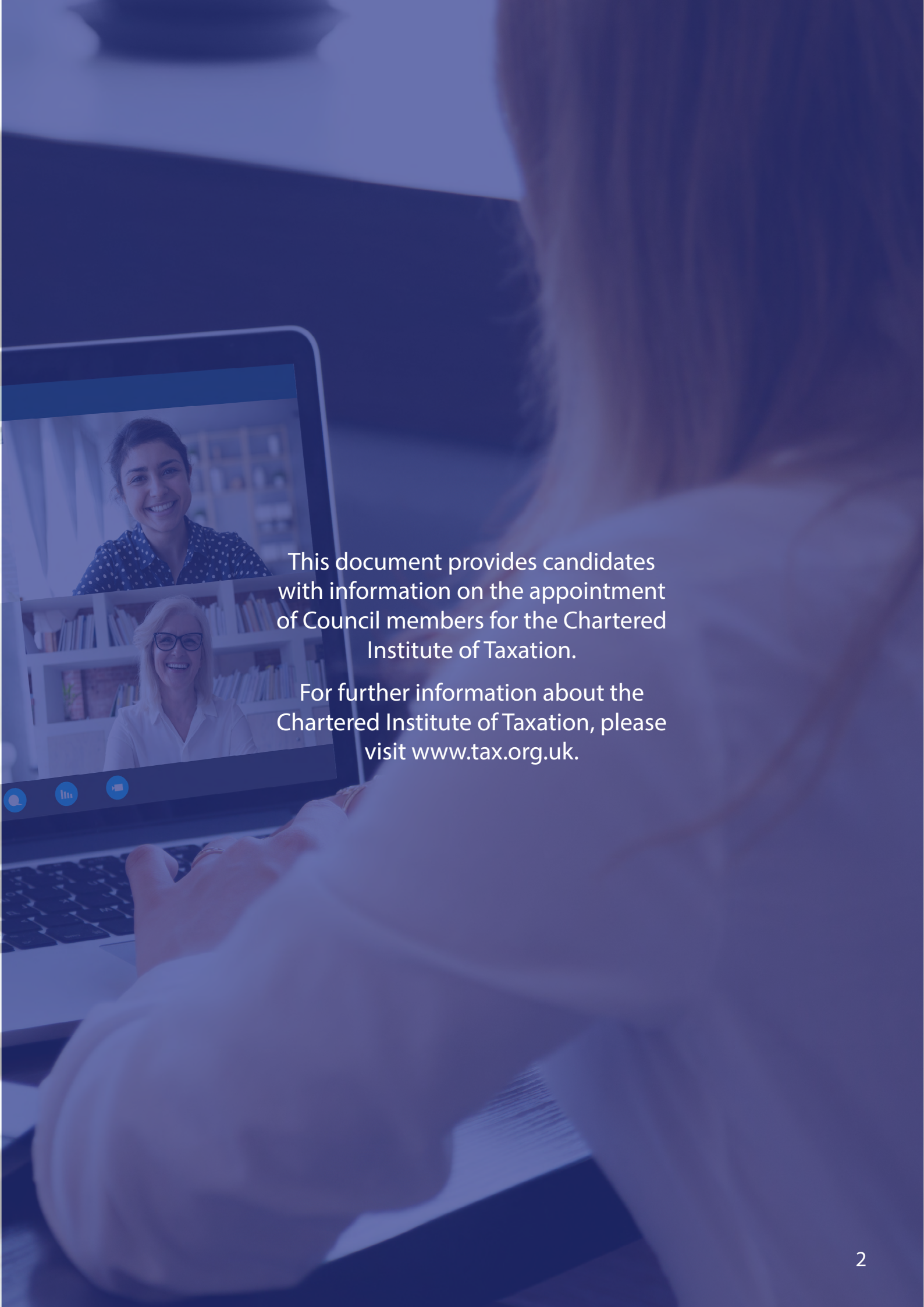


Chartered  
Institute of  
Taxation.

# Appointment of Council members of the Chartered Institute of Taxation

Recruitment Pack  
September 2023





This document provides candidates with information on the appointment of Council members for the Chartered Institute of Taxation.

For further information about the Chartered Institute of Taxation, please visit [www.tax.org.uk](http://www.tax.org.uk).

# Introduction by the President of the Chartered Institute of Taxation

On behalf of Council, I would like to welcome you to our Council member recruitment pack.

As you are aware, CIOT is a registered charity operating in England and Wales. It was founded in 1930 and we now have over 19,800 members. We work with HMRC, HM Treasury and Parliamentarians to improve tax policy, law and administration in the UK and we are associated with similar institutes worldwide.

We are excited to be recruiting new Council members to join our team and help us to continue our work in delivering the charitable objectives of the Institute which are:

- to advance public education in and the promotion of the study of the administration and practice of taxation and the principles of economic and political science in relation to taxation
- to prevent crime and
- to promote the sound administration of the law for the public benefit by promoting and enforcing standards of professional conduct amongst those engaged in the provision and of advice and services in relation to taxation and monitoring and supervising their compliance with money laundering legislation.



Gary Ashford, President, CIOT.

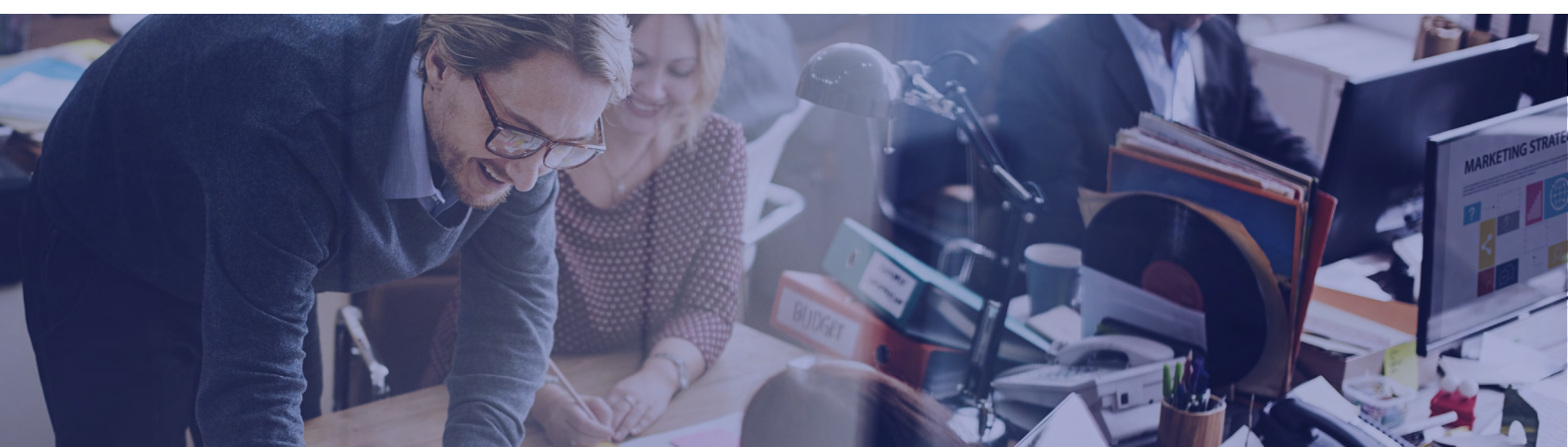
As a member of Council, you will play a vital role in shaping the future of the Institute. You will be responsible for setting the strategic direction of the organisation, overseeing the work of the Institute and ensuring that the CIOT is financially secure. You will also be a role model for other members and will help to promote the CIOT's work.

We are looking for candidates who are:

- Passionate about tax and its impact on individuals and businesses
- Experienced in business or the public sector
- Able to think strategically and make sound decisions
- Good communicators and able to build relationships
- Willing to commit time and energy to the role

If you think you have the skills and experience we are looking for, I encourage you to apply, we would be delighted to hear from you.

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.





# Role of the Council

The governing documents of the Institute are its Charter and Byelaws. Under these, the Institute is established to advance public education in and the promotion of the study of the administration and practice of taxation and the principles of economic and political science in relation to taxation. To do this it has the power to:

- Promote and lay down standards of education, training and experience appropriate for practitioners in taxation, institute and establish scholarships, grants, awards and prizes, hold examinations and tests of knowledge and experience; award certificates and diplomas to those who pass such examinations and tests; and, in the circumstances provided by the Byelaws, authorise such persons to use such words or letters after their names to indicate membership of the Institute.
- Facilitate the acquisition and dissemination of information and views on taxation and the creation of a well-informed public opinion on the subject.
- Make recommendations for the improvement or simplification of the law and practice of taxation, and draw attention to anomalies in, and comment on proposed changes to, the law of taxation.
- Formulate and promote high standards of professional conduct and competence for all those engaged in the administration and practice of taxation, frame and establish rules for observance in all matters pertaining to professional practice therein, develop the technique of taxation and discipline members either under the Institute's internal regulatory provisions or by referring complaints under joint disciplinary arrangements entered into with other bodies, contribute to the costs of such joint arrangements and pay and indemnify the members of any boards or committees set up for the purpose of such arrangements.
- Print and publish any newspapers, periodicals, journals, books, examination papers, circulars or leaflets that the Institute may think desirable for the promotion of its objects.
- Hold conferences, meetings, lectures, seminars and discussions and promote the reading of learned papers.
- Establish and maintain a library and collections of literature and other material and provide and improve facilities for persons wishing to study.
- Accept and (in its discretion) to disclaim any gift of property, whether subject to any special trust or not, for any one or more of the objects of the Institute.
- Take special steps by personal or written appeals, public meetings or otherwise as may from time be deemed expedient for the purpose of acquiring contributions to the funds of the Institute in the shape of donations, annual subscriptions or otherwise.
- Establish, support and give funds and financial or any other aid in the establishment and support of any other charitable association having objects altogether or in part similar to those of the Institute, provided that any such association shall be precluded by its constitution from distributing its income or property amongst its members to an extent at least as great as is imposed upon the Institute by its Charter as added to, amended or revoked.



# Role description

The role is to work as part of a team with your fellow Council members to ensure that the CIOT fulfils its charitable objects: to advance public education in, and promote the study of, the administration and practice of taxation, together with promoting and maintaining the highest professional standards among the membership.

You need to be able to see things from a broad perspective rather than solely your own area of the profession, to build a good working relationship with your fellow Council members and also with the senior management team to be able to provide appropriate oversight and governance of the CIOT.

Council members are charity trustees and have six main duties:

1. Ensure the charity is carrying out its purposes for the public benefit
2. Act in the charity's best interests
3. Manage the charity's resources responsibly
4. Comply with the charity's governing document(s) and the law
5. Ensure the charity is accountable
6. Act with reasonable care and skill

The trustees fulfill their duties through their role on Council. For more information, follow this [LINK](#).





# Person specification

The CIOT is inviting applications from CTAs or CTA (Fellows) who are enthusiastic about contributing to the Institute's charitable purposes.

As a Council member, the successful candidate should possess a broad-minded outlook, capable of transcending their individual professional area of expertise to understand and address issues from a holistic perspective. Effective interpersonal skills are essential, including the ability to foster constructive relationships with fellow Council members and the senior management team. The ideal candidate will be adept at engaging in productive discussions, challenging colleagues thoughtfully and promoting collaborative decision-making.

The CIOT places a strong emphasis on diversity, recognising its significance in enriching our organisation. We encourage applications from candidates with diverse backgrounds, with varied life experiences, perspectives and professional proficiencies, to consider this opportunity and apply to be a member of Council. Applicants with knowledge in any of the following areas are encouraged to highlight these strengths:

- External relations, public affairs, marketing, or public policy
- Education, encompassing the measurement, delivery and evaluation of educational products and services
- Charity law and administration
- Information technology and cybersecurity, and
- Human resources and expertise in diversity, equity and inclusion.

An essential aspect of trusteeship is its collaborative nature, wherein individual experiences significantly contribute to the collective effort. Prospective candidates should recognise the unique value they bring to the CIOT's charitable objectives and should not underestimate the impact of their distinctive perspectives.

Council is currently looking to appoint new Council members to the Education, Finance and Professional Standards committees.

# Time commitment

There are five Council meetings per year – four of them lasting approximately three hours, and one lasting around half that. There is also an annual half-day Strategy meeting. Council members are expected to have prepared for each meeting by reading the pack circulated in advance. In addition to their regular duties, Council members also take part in other activities, including chairing or serving on standing committees. Council members are also expected to participate in annual training on trustee responsibilities and new members must complete an induction programme.

Council Members also take part in other activities, according to the time each has available. As a general guide, it is our experience that the time commitment of Members of Council is not less than 100 hours a year, in attending meetings and dealing with other Council and committee work.



# Recruitment process

1. Candidates are invited to apply by submitting:
  - a cover letter that sets out how you meet the criteria of the role and person specification
  - a comprehensive CV
  - a completed Equal Opportunities questionnaire (optional), and
  - the declaration form confirming that you are not disqualified from applying due to disqualifications in charity law and our governing documents
2. Applications must be submitted electronically by email to Sarah Tempany at [stempany@ciot.org.uk](mailto:stempany@ciot.org.uk) by Friday, 3 November 2023 with 'Council member recruitment' in the email's subject line.
3. Shortlisted candidates are likely to be invited for interviews between Monday, 27 November 2023 and Friday, 1 December 2023.
4. The CIOT's Institute Secretary, Rosalind Baxter, would be happy to discuss the role informally to prospective candidates. Please email Rosalind Baxter using the email address [rbaxter@ciot.org.uk](mailto:rbaxter@ciot.org.uk) to arrange a conversation.

# Equal opportunities monitoring form

In accordance with its policy on equal opportunities, the CIOT will provide equal opportunities to any applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all applications. We would therefore be grateful if you would complete the questions on this form.

**The submission of this form is optional and not sending this form with your application will not preclude you from the shortlisting process.**

