



**Chartered  
Institute of  
Taxation.**

# Professional Standards Officer

Role Information Pack  
May 2022

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# Welcome

Thank you for showing interest in the Professional Standards Officer role. The CIOT and ATT are two educational charities and the leading professional bodies in the UK for tax advisers and tax technicians dealing with all aspects of taxation. Anti-Money Laundering (AML) Supervision is also provided by both bodies to members. If successful, you will be working with enthusiastic colleagues and supported by a committed team of volunteers. Our key aims are to achieve a more efficient and less complex tax system for all, and to assist our members in meeting AML requirements. You will see from both of our annual reports that we do this through a wide range of activities.

Like many other organisations, the past two years 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 ensure that we remain accessible and open to all. This pack provides more information about the role. We hope you will consider applying and become part of our friendly and committed team.

Jane Ashton

Helen Whiteman

ATT CEO

CIOT CEO



## The Organisation (CIOT/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 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. 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. The ATT is also a regulatory body for the purposes of Anti-Money Laundering supervision of tax practitioners. 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

This role requires the individual appointed to work 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 May 2022 it is envisaged that it will include:

- Assisting the Head of Professional Standards with Professional Standards policy and guidance work including Professional Indemnity Insurance (PII) policies, Professional Rules and Practice Guidelines, Professional Conduct in relation to Taxation and engagement letters
- Preparing statistics and papers for meetings
- Carrying out the CPD audit and PII checks
- Updating website material for both the ATT and CIOT
- Carrying out research for and writing initial drafts of consultation responses
- Writing reports for Council and Committee meetings
- Clearing cases of non-compliance arising from the Annual return
- Answering member queries about professional standards matters
- Setting up and attending working party meetings
- Taking a share alongside other team members in attending CIOT and ATT Conferences and branch talks. This includes preparing presentations and handouts and delivering talks.
- Writing Tax Adviser articles.
- Other support to the Team as required including dealing with AML related matters

The role requires occasional visits to the Head Office, and occasional travel within the UK to support the AML visit programme and conferences.

# Skills Needed to Fulfil The Role

- Practical experience of working in tax and ideally a relevant tax or accountancy professional qualification
- Basic understanding of AML
- Strong communication (written and oral) skills with the ability to work with volunteers and members
- Capable of and comfortable with speaking to members to answer their queries, follow up noncompliance 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
- Resilience and tenacity to ensure difficult projects can be seen through from inception to completion
- Competent with MS Office package (Word, Excel and Power Point)

# Salary & Benefits Package

## Salary

The salary for this role is circa £42,000 per annum, 35 hours per week (remote).

## 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 from 22 - 27 days depending on your length of service.

## Optional Benefits

### Aviva (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 Renata Sandra-Toth at [RSandra-Toth@ciot.org.uk](mailto:RSandra-Toth@ciot.org.uk) for advice.

The deadline for applications is 20 June by 5pm.

You can apply by submitting a covering letter and up to date CV via email to Renata, 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 Renata, or by calling HR on 020 7340 0577. 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.



