



ATT Technical Officer

Role Information Pack
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Welcome

Thank you for showing interest in the Technical Officer role. The ATT is an educational charity and the leading professional body in the UK for tax technicians 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 ATT our vision is to remain the leading body for taxation technicians 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.

We live by our values which are:

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 are an organisations 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 Body and enhance their future careers. If you come to work here at the ATT, 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

About the ATT

The primary charitable objective of the Association of Taxation Technicians 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.

The ATT is a registered charity, number 803480 and a regulatory body for the purposes of Anti-Money Laundering supervision of tax practitioners.

The ATT is managed by its Chief Executive, under the strategic guidance of the Council.



Role description

Job Purpose

You will be contributing to the work of the ATT's strategic goals by helping drive forward the ATT's technical work and increasing our reputation as a contributor to technical developments. You will be providing comprehensive guidance for our members and the public as well as working with HMRC and HMT to improve the tax system to make it better for all taxpayers their advisers, and the authorities.

Operating Environment

The ATT 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.

Working to the Director of Public Policy the focus is on achieving quality engagement with external stakeholders and ensuring members' views are heard while balancing this with our charitable objectives.

This role plays a key part in advancing our public education goals. You will be responsible for writing content, presenting at conferences, and participating in webinars. As such, it requires strong communication skills to engage effectively with a wide range of audiences, from the general public to senior stakeholders

Framework & Boundaries

This is a challenging role, where you will need to up to date with the latest changes in the tax legislation, explain these to our members and the public in an engaging way and work with external stakeholders including volunteers to make sure our voice and that of our members is heard.



Key accountabilities

- Driving forward the ATT's technical work and enhancing its reputation as a contributor to technical policy developments across the full range of taxes by working with its Technical Steering Group (TSG), VAT sub-group and various other committees.
- Drafting clear, well-structured responses to consultations across the full range of taxes and taking forward issues raised by TSG.
- Representing the Association in meetings with HMRC/HMT, and other professional bodies.
- Researching and writing technical copy for our website across the full range of taxes and areas of interest to our members. Actively managing the technical content of the ATT's website and other external publications to required timescales.
- Presenting at ATT conferences, AAT/ATT Sharpen your Tax Skills courses, Branch events and other events as appropriate.
- Highlighting relevant tax issues to the wider public through the preparation of Press Releases. Working with the External Relations team to raise the profile of the Association.
- Engaging with contributors and dealing with member queries. Making constructive use of feedback from members and contributors by bringing it to the appropriate forum/group.

Potential Job Impact

- ATT's reputation as a professional body is enhanced and maintained through the preparation of high-quality submissions to HMRC/HMT covering the full range of taxes.
- Members, students, employers and members of the public are provided with timely technical information through a variety of media. The ATT website is up to date and provides clear and relevant information to members and the public.
- The work of the TSG contributes to the fulfilment of the ATT's public benefit objectives. TSG members and members of the VAT sub-group are encouraged, engaged and supported and can see progress with action points.
- Representatives of ATT are seen by the media as authorities in their field and are quoted across the whole range of media including national and trade press.
- Members have confidence that the Association is actively engaging with relevant tax issues across all taxes and across all regions of the UK.
- An increasing number of members are willing to act as contributors and provide member feedback.

Skills needed to fulfil the role

Knowledge and experience

You will have a broad understanding of current UK taxes, with in-depth technical knowledge in one or more specific areas of tax. You will have at least five years of practical experience in tax work, typically at the level expected of CTA/ATT members. A strong interest in and awareness of current developments and significant changes in the tax landscape is essential. Additionally, you should have experience in technical writing, with the ability to produce material tailored to different audiences, including tax advisers, the general public, and both national and trade media. You should also be skilled in writing consultation responses, reports, and other technical documents. Experience in creating presentations and delivering them to large audiences on a range of technical topics, both in person and online, is also required.

Functional/technical skills

You will hold one or more of the following qualifications: ATT, CTA, ICAEW, STEP, or an equivalent. Additionally, you should be proficient in using standard Microsoft Office products efficiently and effectively.

Interpersonal and work management skills

You will have exceptional communication skills, both written and verbal, with the ability to establish credibility with stakeholders and trustees. You must be capable of effectively presenting ATT's views at various meetings, including those with HMRC and HMT. The role also requires you to work independently and as part of a team. Additionally, you should be able to manage your time efficiently, meeting often challenging deadlines while maintaining precision and accuracy.

Salary & Benefits package

Salary

The salary for this role is circa £77,000 per annum, 35 hours per week (remote). Part time applications will be considered. The role is remote, but there will be a need to attend meetings and events which are mainly held in London.

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.

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 Association of Taxation Technicians supports learning and development and offers a wide range of courses and opportunities.



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 at sjepson@ciot.org.uk for advice.

The deadline for applications is **13 December by 5pm.**

You can apply by submitting a covering letter and up to date CV via email to Sharon Jepson, 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 sjepson@ciot.org.uk or by calling HR on 0207 340 0563. 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 2-stage interview process. First stage Interviews are provisionally scheduled for 7 January 2025.

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.

