

TAXATION DISCIPLINARY BOARD

Job title	Case Investigator & Manager
Department	TDB
Reports to	General Counsel & Head of Operations
Location	Remote
Working hours	28-35

Job Purpose

- Manage all complaints and casework to a conclusion in accordance with the requirements of the Taxation Disciplinary Scheme and Memoranda of Understanding between the TDB, the ¹CIOT and the ATT, and other relevant bodies such as HMRC.
- Attend hearings to act as Prosecutor and/or Clerk to the Panel, as dictated by the requirements of individual cases.
- Assist General Counsel with legal and operational functions, deputising for General Counsel in agreed circumstances.

Key accountabilities

- Manage receipt of complaints/referrals screened by General Counsel and progress through initial investigation, Investigation Committee, to Disciplinary Tribunal and Appeal Tribunal (as applicable).
- Draft charges in appropriate cases.
- Act as Case Investigator and obtain evidence, including drafting of witness statements and issuing instructions to expert witnesses. Maintain flow of communication with defendants, complainants and other relevant parties.
- Act as Prosecutor in straightforward cases, including on appeals. Brief Counsel in complex cases and negotiate fees.
- Select Panel and make administrative arrangements for hearings. Attend hearings as Clerk to the Panel, as necessary.
- Assist Panel Chair with drafting and proof reading of 'Decision and Reasons'.
- Support General Counsel in drafting post-hearing publicity, including dealing with media enquiries.
- Manage cost of cases within budget, including preparing costs estimates for each stage, implementing controls, and reporting on variances.
- Enforce costs, fines, and compensation orders made by Panel.
- Act as point of contact for complainants, parties, advocates, witnesses and the Panel.
- Use IT to support performance and communications.
- Collate data for reports to Board and other stakeholders.
- Assist General Counsel and Head of Operations with organisational administration.

Skills needed to fulfil the role

- Experienced Member of the Chartered Institute of Legal Executives or Paralegal.
 - Experience drawn from a financial services or other professional regulatory environment.
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- Experience of appearing before courts and/or tribunals as an advocate or a willingness to develop into this area.
- Strong interpersonal and soft skills. Integrity and discretion, particularly in relation to the processing of personal data. Familiarity with the provisions of GDPR will be an advantage.
- Experience of working to fixed deadlines and objectives, with strong attention to detail. Able to work self-directed.
- Confident and self-reliant user of IT, including Microsoft Office 365 suite and videoconferencing. Capable of producing own documents.