

Job Description

Basic Job Information

Job Title	UK Tax Specialist
Brand/Function	Finance and Legal
Department	Central Finance
Job Grade	D1
Location	Blakelands
Role Reports to	Customs and International Trade Manager
Direct Reports	0
Budget Accountability	No

Job Purpose

The purpose of this role is to deliver high-quality, compliant and well-controlled tax outcomes for the Company, with primary responsibility for UK Corporation Tax and employment-related tax compliance, tax accounting and associated reporting.

The role supports the Company in meeting its UK and Group tax obligations, contributes to the effective management of tax risk, and operates within established governance and control frameworks, while contributing to VAT and customs compliance activities and supporting the wider objectives of the Volkswagen Group Tax Function.

Key Areas of Responsibility

- Prepare and submit the Company's annual UK Corporation Tax return and quarterly instalment payment calculations, taking responsibility for data gathering, calculations and reconciliations. Work closely with UK sister companies to support accurate, compliant and tax-efficient outcomes for the Volkswagen Group, and manage correspondence and enquiries from HMRC in relation to Corporation Tax filings and payments.
- Prepare current and deferred tax calculations and related disclosures for quarter-end and year-end Group reporting, including OECD Pillar Two disclosures. Prepare all Corporation Tax disclosures required for inclusion in the Company's annual financial statements in accordance with applicable accounting standards, UK legislation and Volkswagen Group reporting requirements, and act as a primary point of contact for auditors and Group tax teams in relation to Corporation Tax and tax accounting matters within the scope of the role.
- Support the operation of the Company's Transfer Pricing arrangements in line with the UK transfer pricing framework and Volkswagen Group policy, including maintenance of contemporaneous documentation, fulfilment of transfer pricing reporting requirements, and monitoring and communication of transfer pricing risks within the business and the wider Tax Function.
- Prepare and submit annual P11D forms, quarterly company-car returns and annual PAYE Settlement Agreement (PSA) calculations and returns, ensuring associated payments are made accurately and by statutory deadlines. Work closely with Payroll and Reward &

Benefits teams to maintain compliant reporting of employment-related taxes and contribute to the delivery of the Payrolling of Benefits project, supporting readiness for implementation in line with HMRC requirements and the planned April 2027 deadline.

- Support the Company's compliance with the tax principles and reporting requirements that apply to employee car schemes, including the preparation of relevant data, calculations and documentation to help ensure the schemes operate in a tax-efficient and compliant manner within established policies and HMRC requirements.
- Maintain appropriate HMRC agreements in place in respect of the Company's Taxed Award Schemes, and prepare and submit all associated annual returns, ensuring related tax and NIC payments are calculated accurately and made by statutory deadlines.
- Support the Company's Customs and VAT-related compliance activities, assisting with required documentation and reporting needs.
- Monitor tax legislative developments and tax risk exposures, assess relevance to the Company's activities and support the implementation of appropriate mitigations. Contribute to the ongoing design, documentation and operation of tax policies, procedures and controls, provide updates to Senior Management, the Volkswagen Group Tax team and relevant stakeholders as appropriate, and support the Senior Accounting Officer in fulfilling annual certification obligations in line with HMRC requirements and Volkswagen Group standards.

Compliance Responsibility

The role has specific responsibility for carrying out tax-related activities within its scope in accordance with applicable UK tax legislation, HMRC requirements and Volkswagen Group policies and standards.

This includes maintaining accurate records, documentation and controls in line with defined processes, meeting statutory and internal reporting deadlines, identifying and escalating tax risks and issues as they arise in accordance with agreed governance arrangements, and supporting the effective operation of the Company's tax governance framework.

Working Relationships

Internal

- **Tax colleagues**, including those responsible for Corporation Tax, Transfer Pricing, VAT and Customs, and members of the Volkswagen Group Tax Team, to support the delivery of tax compliance, reporting and governance activities within defined frameworks.
- **Payroll and People (HR) teams**, including Reward & Benefits, in relation to employment related taxes, benefits reporting, payrolling of benefits and taxed award schemes.
- **The wider Finance function**, including Financial Accounting and Reporting teams, in relation to tax accounting, statutory reporting, reconciliations and internal control requirements.
- **Operational and business teams**, where required, to obtain information, explain tax requirements and support compliant business decision making.

External

- **HM Revenue & Customs (HMRC)**, in relation to Corporation Tax, employment taxes, VAT, customs and transfer pricing filings, enquiries and information requests (within the scope of the role).

- **External tax advisers**, including professional services firms and specialist advisers, to support technical matters, projects, audits and compliance activities as required.

Skills

- Applied technical knowledge of UK taxes, particularly Corporation Tax and employment-related taxes, together with working knowledge of UK VAT and customs, sufficient to support compliant reporting, data preparation and reconciliation activities within defined policies and frameworks.
- Ability to analyse financial and tax data across direct and indirect taxes, prepare calculations and reconciliations, and identify inconsistencies or issues for resolution or escalation within established control processes.
- Working understanding of multinational corporate tax concepts, including transfer pricing and Group reporting requirements, enabling effective application of Group policies and identification of routine tax risks requiring escalation.
- Awareness of UK tax legislation and regulatory requirements, with the ability to monitor routine legislative changes, assess relevance to assigned activities and apply updates under guidance where required.
- Ability to maintain clear documentation, supporting schedules and audit trails, and to operate effectively within a controlled governance environment.
- Effective communication skills, enabling explanation of tax requirements and data needs to Finance, Payroll, HR and business stakeholders, and routine interaction with external advisers and HMRC within the scope of the role.
- Ability to work collaboratively within cross-functional teams, following agreed processes and timelines to deliver compliance and reporting outputs.
- Well-organised approach to work, with the ability to manage multiple compliance and reporting deadlines and priorities concurrently.
- Ability to recognise issues, errors or risks within own area of responsibility and to escalate them appropriately in line with agreed governance and control frameworks.

Experience

- Relevant professional experience in UK tax compliance and reporting, gained within a corporate, professional services or mixed tax environment, with exposure to a range of UK taxes.
- Practical experience of UK Corporation Tax compliance activities, including involvement in the preparation of corporation tax returns, quarterly instalment payment calculations, and interaction with HMRC or advisers, within a structured review and governance framework.
- Working experience of UK tax accounting, including preparation or support of current and deferred tax calculations and related disclosures for statutory or Group reporting purposes.
- Practical experience of employment-related tax compliance, including P11Ds, PAYE Settlement Agreements, company car reporting and PAYE/NIC processes, and routine interaction with Payroll or Reward & Benefits teams.

- Exposure to UK transfer pricing compliance, including application of group or client policies, maintenance of documentation and awareness of UK transfer pricing requirements and associated risks.
- Experience of working within documented tax processes and controls, with an understanding of the importance of governance, documentation and timely escalation of tax issues, including awareness of Senior Accounting Officer (SAO) obligations.
- Working knowledge of UK VAT and customs compliance processes, including data gathering, reconciliations and support for routine compliance or query resolution, within a controlled environment (beneficial but not essential)

Qualifications

Professionally qualified, part-qualified, or with relevant professional training and experience supporting UK tax compliance and reporting activities.

Career Pathways

The role supports continued professional development within the Tax and Finance function, providing exposure to a broad range of tax and finance activities and stakeholders.

Version Control

Date	Version No.	Reviewed by	Comments/Action
From 2021 onwards document version control is controlled via SharePoint, the latest version of this document will be held on Life Online and therefore this document is uncontrolled if printed.			