

# Direct Tax Manager

## Basic Job Information

<b>Job Title</b>	Direct Tax Manager
<b>Brand/Function</b>	Finance and Legal
<b>Department</b>	Central Finance
<b>Job Grade</b>	E/E
<b>Location</b>	Blakelands
<b>Role Reports to</b>	Head of Central Finance
<b>Direct Reports</b>	0
<b>Budget Accountability</b>	Yes – Agreed annually with director

## Job Purpose

Management of the company's direct tax obligations, ensuring integrity and compliance with all applicable legislation and group policy. Provision of robust advice to operational areas of the business as required.

## Key Areas of Responsibility

- Prepare and submit the Company's annual Corporation Tax returns and calculate the quarterly instalment payments, working closely with UK sister companies to ensure the best possible group position within the legislative framework
- Prepare and submit the annual PAYE Settlement Agreements, Taxed Award Scheme returns and P11Ds
- Monitor legislative changes and tax risks, responding and taking action to mitigate as appropriate; provide regular updates to Senior Management, the Group Tax team and the wider business as appropriate
- Manage tax enquiries from HMRC, ensuring Senior Management are regularly updated with the current status and likely outcome
- Manage the Transfer Price position of the Company within the UK framework and group policy ensuring all relevant documentation is kept up to date and reporting obligations are satisfied; ensure transfer price risks are monitored and communicated appropriately, particularly in relation to the Company's Return on Sales
- Maintain an open relationship with HMRC, promoting trust and transparency with the objective of achieving a low risk status for the Company
- Deliver all other HMRC reporting requirements and information requests, such as Short Term Business Visitors and Country by Country reporting
- Prepare annual current and deferred tax calculations for group and statutory reporting purposes
- Actively participate in the Company's car scheme committee ensuring tax compliance is monitored and pro-active advice offered to mitigate potential future problems

- Establish and maintain policies, procedures and the design and operating effectiveness of controls to ensure the Company is compliant with tax legislation, HMRC rules and parent company requirements and providing the designated Senior Accounting Officer with the assurance required for the annual certification
- Ensure processes within the area of responsibility are continuously reviewed for efficiency and improvements made where necessary.

### **Compliance Responsibility**

### **Working Relationships**

- Finance Director
- Head of Central Finance
- Indirect Tax Manager
- VWAG Tax
- HMRC

### **Skills**

- Proven ability to communicate with and engage multiple stakeholder across multiple disciplines
- Ability to work under pressure, able to deliver within strict internal & external timelines
- Ability to identify, communicate and remediate weaknesses in processes and controls
- Ability to analyse and summarise large amounts of data
- Proficient in Microsoft Excel, Word and PowerPoint

### **Experience**

- Demonstrable strategic tax management experience
- Experience of dealing with the tax affairs of large corporate entities
- Proven commercial awareness of the impact of tax issues on the business
- Tax audit experience, including knowledge of UK and International reporting standards

### **Qualifications**

- CTA and / or ACA qualified

### **Career Pathways**

### **Version Control**

Date	Version No.	Reviewed by	Comments/Action
October 2021	1	HR	
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.			