

**JOB DESCRIPTION**

**Job Title:** Financial Accountant – Tax & Compliance

**School:** Finance

**Location:** Docklands

**Grade:** F

**Responsible to:** Head of Financial Accounts

**Responsible for:** Up to two Assistant Accountants or Accounts Assistants

**Liaison with:** Finance teams, university staff, external stakeholders such as auditors, financial institutions, advisors, and business partners

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success

#BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 3 of its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of universities to have achieved the Race Equality Charter Award, we continue our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive, and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**THE DEPARTMENT:**

The University of East London Finance department aims to help and support colleagues and students with financial information and advice. We manage the University's financial matters and ensure the business aspect of the University works smoothly and efficiently. Through financial management and budgeting we ensure that UEL has the financial resources in place to invest in the future and to deliver the Vision 2028.

The role of Finance is to provide a comprehensive range of financial services to the University to cover all aspects of financial compliance and proactive financial support to Schools, Services, staff, and students thereby ensuring value for money in the widest sense is achieved.

The team are expanding to match the growth and ambition of the University and as a result three new Financial Accountant posts have been created.

**JOB PURPOSE:**

The group of three Financial Accountants are the key positions within the Finance Section, taking the professional lead on the production of group financial statements including the consolidation of subsidiary undertakings and joint ventures, balance sheet reporting, cash flow management, project appraisal and capital expenditure. The roles are also responsible for ensuring that the University’s financial procedures and policies are understood and adhered to, and, in particular, those related to taxation.

While the three roles the same basic responsibilities and requirements, each individual role has a specialist area of focus.

The University has embarked on the road to implement a new financial management system, and the post holder will be expected to play a proactive role in developing reports and processes to enhance month- and year-end routines and quality of financial data.

**MAIN DUTIES AND RESPONSIBILITIES:**

**General**

* Monitor financial processes and controls as required to ensure that they are adequate and effective, making suggestions for improvements if required.
* Keep abreast of changing accounting guidance, standards, and practice, and working with the Head of Financial Accounts and the Associate Director Financial Operations to ensure the changes are appropriately applied.
* Represent the University at internal and external meetings or events as required.
* To work in accordance with and promote the University’s Equality and Diversity policies
* Line management of staff is to be determined.

**Specific - Tax Compliance & Reporting**

This post has specific focus on tax and compliance. The post holder is responsible for adherence to the University’s tax strategy, ensuring a robust compliance and reporting framework is maintained for all direct and indirect taxes, and any tax risks or opportunities are identified on a timely basis - either working directly on issues or providing support to colleagues. The role will provide tax support to various stakeholders in Finance and from across the University.

* Provide technical advice and guidance on VAT legislation to staff in finance and university-wide and ensure that related procedures are updated where necessary and information disseminated across the University as required.

Prepare and submit the quarterly VAT Returns for UEL and subsidiary companies, utilising Agresso, Making Tax Digital (MTD) and other reporting tools.

* Prepare the annual Corporation Tax Computation for UEL and UEL subsidiaries: UEL subsidiary Knowledge Dock (UEL) Ltd and UEL Professional Services Ltd, as requested by HMRC; ensuring the calculations and analysis are accurate for review and sign-off.
* Identify, review, and correct potential VAT errors such as VAT incurred, VAT charged, VAT recovered and reverse charges.
* Advise and assist the Procurement team, Schools and Services with queries relating to Import VAT and duty and the relevant documentation.
* Complete and submit overseas withholding tax forms such as W8 BENES or Certificate of Residence.
* Prepare the Annual Adjustment and Capital Goods Scheme calculations.
* Analyse and prepare data for the Partial Exemption Special Method (PESM) annual adjustment.
* Review overseas transactions under the Reverse Charge VAT mechanism.
* Review and approve Sales Orders VAT codes in Agresso Self-Service.
* Review and interpret current and proposed financial legislation and documents that impact on the University and its Subsidiaries including taxation and other HMRC requirements. Keep up to date with accounting legislation and taxation to ensure the University and its Subsidiaries remain compliant.

**Specific - Other**

* Provide on-going support and guidance to schools and services to assess the tax implications of projects and matters as they arise. Act as a prime contact for tax advice.
* Prepare, update, and maintain written guidance and notes documenting processes in place, feeding into Financial Regulations. Maintain and update taxation guidance on the University’s intranet pages.
* Assist the University’s designated VAT advisors such as KPMG with their consultancy assignments. Assist with VAT and Tax compliance audits.
* Develop and document specialist knowledge in relevant current and emerging areas in relation to overseas relationships. Interact with the International Office to proactively highlight tax implications associated with established and future activities.
* Duties appropriate to the grade and role, including processes improvement opportunities, and promoting best practices on tax matters within the Finance department and beyond.
* The role will deputise for the Head of Financial Accounts in their absence in respect of all tax matters.

Any other duties that may be required by the Director of Finance or Associate Director Financial Operations. These duties are a guide to the work that the post holder will initially be required to undertake and may be changed from time to time to meet changing circumstances. This document does not form part of the contract of employment.

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential criteria:**

* A CCAB professional accountancy qualification or have made substantial progress towards such a qualification or a relevant Tax qualification (A/I).

**Desirable criteria:**

* Experience in the UK higher education sector or similar complex environment (A/I).

**OTHER ESSENTIAL CRITERIA:**

**Knowledge and Experience**

* Relevant up to date accounting and tax knowledge and ability to apply to the situations, understanding of financial reporting standards, the preparation of group financial statements and in responding to external audit requests and queries. Experience of providing tax service and advice within the finance team of an organisation of similar size and complexity (A/I).
* Knowledge of taxation, especially VAT, partial exemption, capital goods scheme and annual adjustment, knowledge of wider tax issues such as digital taxes, withholding taxes, import processes and the VAT and duty reliefs. (A/I)
* Excellent IT skills, expert spreadsheet skills, a working knowledge of Microsoft Office applications and competence in using ERP systems (A/I).

**Communication**

* Excellent influencing and communication skills, being able to relate complex financial issues and models to non-finance staff in clear and concise ways (A/I).

**Planning and Organising**

* Ability to work to demanding deadlines and conflicting priorities with a high degree of accuracy and discretion (A/I).

**Teamwork and Motivation**

* Ability to train staff on financial and financial system matters. Ability to lead, giving expert advice and offering support and guidance, to allocate, coordinate and supervise tasks, combined with experience of motivating others to deliver goals, objectives and agreed service levels. (A/I).

**Liaison and Networking**

* Ability to collaborate efficiently with other staff with either a financial or non-finance background and to build trusted and effective relationships with senior stakeholders (A/I).
* Considerable personal initiative and strong interpersonal skills (A/I).

**Analysis, Initiative and Problem Solving**

* Ability to manipulate large volume of data and experience of carrying out detailed analysis of data, especially during the year end to provide the results to external auditors and senior management (A/I).

**Other Essential Criteria**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (A/I).

Criteria tested by Key:

A = Application form

C = Certification

I = Interview

T = Test