

# JOB DESCRIPTION

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| **Job Title** | Financial Accountant – Tax & Compliance |
| **School / Service** | Finance |
| **Grade and Salary Range** | F |
| **Location and Hybrid working status** | All UEL Campuses |
| **Reporting to** | Head of Financial Accounts & Compliance  |
| **Responsible for** | - |
| **Liaison with** | Deputy Chief Finance Officer, Deans, Directors, Associate Directors, Finance colleagues, Schools and Services colleagues, External Auditors, Banks and Other external bodies as appropriate.  |
| **Contract type** | Full time, permanent |

**Never Not Moving Forward**

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

**#BeTheChange**

# THE UNIVERSITY OF EAST LONDON

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 7 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT:**

The Finance Department at the University of East London plays a key role in managing the University's financial resources to ensure stability, efficiency, and strategic investment in its future, aligned with Vision 2028.

We provide a comprehensive range of financial services, including budgeting, financial and tax planning, compliance, and advisory support, ensuring the University operates smoothly. Our responsibilities also include the preparation of annual financial statements, statutory reporting, and regulatory submissions. We work proactively with Schools, Services, staff, and students to offer financial guidance, maintain compliance, and drive value for money across all operations.

The Financial Accounts team’s function within the Finance Department is to ensure the accuracy and integrity of the University’s financial data. It is responsible for maintaining, controlling, and reporting financial information in compliance with statutory requirements and University regulations and policies.

**JOB PURPOSE:**

The University continues to expand its activities in the UK and overseas and as a result, it is essential for the University to ensure that it is complying with all aspects of tax.

This role will support the wider University and its subsidiaries’ activities, whilst ensuring the timely preparation and submission of VAT, and corporation tax returns and other tax compliance requirements to external bodies.

The post holder will take the lead in reviewing and interpreting current and proposed financial legislation and documents that impact on regulatory reporting for taxation in the UK and overseas and provide expert strategic and professional technical guidance.

It is essential for the University and its subsidiaries to have robust and integrated financial systems and processes and comply with the relevant tax legislation. The post holder will assist with the implementation of the University’s tax strategy and ensure that the appropriate levels of internal control are implemented.

This is a realtively newly created role within Finance so it’s an excellent opportunity for an experienced tax accountant who has worked in a similar organisation and is now looking for a new challenge.

The post holder will be based in Finance, reporting directly to the Head of Financial Accounts and Compliance, but will also work closely with other colleagues within finance, schools, and services across the University.

**MAIN DUTIES AND RESPONSIBILITIES:**

# Tax Reporting and Compliance

* Prepare and submit quarterly VAT Returns for the University and subsidiary companies, utilising the finance system, Making Tax Digital and other reporting tools.
* Prepare the annual Corporation Tax Computation for the University and subsidiary companies.
* Ensure that all VAT/tax accounts are reconciled to the financial statements and working papers liaising with the Head of Financial Accounts & Compliance when needed.
* Identify, review, and correct VAT errors.
* 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.
* Prepare and post the monthly reverse charge VAT calculation, obtaining information as required to make decisions on whether VAT at the standard rate needs to be charged.
* Review and approve VAT codes on sales orders generated on the finance system, Unit4 ERP7 / ERPx.
* Review and approve the VAT system on all projects created on the finance system.
* Monitor and evaluate the impact of changes in taxation rates, legislation and case law and advise the Associate Director - Financial Operations how to respond, sourcing and securing external professional advice where necessary.
* Provide strategic advice on all new business decisions, ensuring financial compliance in the UK and overseas.
* Assist with the review and improvement of financial processes and procedures from a taxation perspective, to ensure that they are fully documented and to implement changes as required.
* Maintain and update taxation guidance on the University’s intranet pages.
* Provide training to staff on all areas of taxation.
* Liaise with the University’s external tax advisors for professional advice where necessary.
* Assist with VAT and Tax compliance audits.
* Represent the University at external tax events as required.
* Assist the Assistant Head of Financial Accounts & Compliance as required.
* To undertake other duties as appropriate to the grade and role including ad-hoc financial analysis/investigations assigned by the Deputy Chief Finance Officer, Associate Director - Financial Operations, and the Head of Financial Accounts & Compliance.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by the University management which do not change the general character of the job, or the level of responsibility entailed.

**PERSON SPECIFICATION**

# QUALIFICATIONS

**Essential criteria:**

* Professional accountancy or equivalent professional tax qualification (ATT, CAT) with relevant post qualification experience in indirect taxes; or a tax professional with substantial practical experience in indirect taxes (C)

**Desirable criteria:**

* Qualified to degree level or equivalent (C)

# EXPERIENCE

**Essential criteria:**

* Experience of providing tax service and advice in a similar role within the finance team of an organisation of similar size and complexity to UEL (A/I)
* Ability to express complex technical tax information and legislative texts in a straightforward way to non-tax specialist and produce appropriate tax policies and internal procedure notes for university staff to ensure compliance with tax regulations.
* Experience in compiling VAT returns and dealing with corporate tax matters.
* Experience of partial exemption methods, annual adjustment, and capital goods schemes (A/I).
* Experience of developing systems, procedures, and internal controls (A/I)

**Desirable criteria:**

* Experience in the UK higher education sector (A/I)

# KNOWLEDGE

**Essential criteria:**

* Knowledge of taxation, especially Value Added Tax (A/I)
* Knowledge of wider tax issues such as digital taxes, withholding taxes, import processes and the VAT and duty reliefs. (A/I)

**SKILLS**

**Essential criteria:**

# Service Delivery

• Excellent IT skills, expert spreadsheet skills, a working knowledge of other Microsoft Office applications and competence in using ERP systems (A/I).

# Communication

• Excellent written and verbal communications skills, with the ability to clearly explain complex financial information to both finance and non-finance staff (A/I).

# Planning and Organising

* Ability to work on own initiative with minimal supervision (A/I).
* Ability to establish priorities and manage conflicting workloads and deadlines. (A/I).

# Liaison and Networking

• Ability to work collaboratively and build trusted working relationships and establish networks with internal and external stakeholders (A/I).

# Analysis, Initiative and Problem Solving

• Strong analytical and problem-solving skills, with the ability to analyse issues, develop and implement potential solutions (A/I).

# ADDITIONAL ATTRIBUTES

**Essential criteria:**

* Flexible approach to carrying out duties working as necessary to meet deadlines (A/I)
* Commitment to equality and diversity principles and upholding the University’s values (A/I).

Criteria tested by Key:

A = Application form

C = Certification

I = Interview

P=Presentation

T = Test

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today.