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| **Role title:** | Assistant Tax Accountant | **Responsible to:** | Group Tax Manager with small dotted line to Treasury |
| **Division:** | Finance | **Department:** | Finance |
| **Direct Reports and Level:** | N/A | **Scope:** | MPS Group Wide including UK and International territories |
| **Scale:** | N/A People  N/A Budget  N/A income |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Core 1 | **Role Family** | Group Corporate Functions |

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| **Overall Role Purpose** |
| The Assistant Tax Accountant will play an active role as part of the Finance division, providing comprehensive and efficient support to both the Group Tax Manager and to the Treasury team (this role will be a split role say 90:10)  The role will support various aspects of the day-to-day Tax compliance activities for the whole MPS Group, regardless of location, so covers all the different territories that MPS currently operates in. The main activities will include preparing and filing the VAT/GST returns, assisting in the preparation and filing of Corporation Tax/Income Tax returns and in the documentation that the tax function needs to maintain such as the Tax Strategy, Senior Accounting Office (SAO) etc. As part of this there will be activities to complete balance sheet reconciliations, maintaining stakeholder relationships such as HMRC and 3rd party external engagements, supporting with external and internal audit queries and in making sure the financial control environment is being maintained at all times. This role will also work closely with the Treasury team and will provide back up to the Treasury Analyst in their day-to-day activities. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational**   * Support the delivery of the Finance strategy to plan, cost and quality. * Support the end-to-end Tax compliance processes across the MPS Group, ensuring timely processing and completion in line with established governance and control timeframes. | * Corporate Strategic priorities Vs Plan * Division Plan delivery Vs Plan * Delivery of projects to Plan |
| **Financial**   * Manage all financial accounting transactions and tasks requested by the Finance division, in accordance with policy, and ensure those which incur costs comply with all financial controls. * Support the production of metrics from organisational data sources, to inform business decisions and actions which result in a measurable improvement in business performance and trends. | * Operational budget Vs plan |

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| **Member**   * Monitor emerging Tax based risks/controls/issues arising from business activities which fail to deliver appropriate and consistent outcomes for members and or are likely to have a material adverse effect on the MPS Group. * Provide support to the Treasury and Tax function to ensure fair treatment and outcomes for colleagues, and the organisation, ensuring compliance with associated policies. | * Net promoter score * Policy compliance audit results |
| **People**   * Take personal accountability for own training, competence, performance and engagement of self and colleagues, ensuring clarity on own accountabilities and comply with all governance, policy standards and processes. | * Delivery of Personal Development Plan to plan * One-to-one / performance review meetings Vs Plan |
| **Risk**   * Contribute to an environment where all colleagues in Finance recognise the importance of risk identification and risk management. * Identify and report risks and issues identified within Tax/Finance, and across MPS, to enable resolution and mitigation of potential impact on MPS, members and colleagues. | * Risk & Control Self-Assessments * Audit actions |

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| **Responsibilities (RACI)** |
| * Working with the Group Tax Manager and other stakeholders to deliver the day-to-day Tax compliance activities for the MPS Group regardless of location. * Working closely with the Group Tax Manager to ensure all Sales and Corporate Taxes, globally, are prepared, filed and paid on time and are then subsequently correctly accounted for. * Working with the Tax Manager to automate Sales and Corporate Tax processes. * Hands-on support to the Treasury Analyst to provide back up for their day-to-day activities. * Undertaking other duties and tasks that from time-to-time may be allocated to the role holder that are appropriate to the level or role. |

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| **Key Governance Responsibilities** |
| * Supporting the Group Tax Manager in delivering key working papers and technical papers on tax related matters and reporting to the Finance Management Oversight Committee as necessary. * Ensuring that governance activities are at the heart of all tax compliance activities and that all activities carried out by the MPS Group fall within Governance principles. |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking |  |
| Building Capability in Self and Others |  |
| Influencing Others |  |
| Collaborating for Results |  |
| Leading Self and Others |  |
| Commercial and Risk Thinking |  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Part qualified (at least some professional tax or accounting qualification). | * Highly numerate. * Excellent attention to detail. * Good communication skills. * Good I.T. skills including a strong working knowledge of Excel, Outlook etc. * Strong analytical skills. * Strong inter-personal skills. * Self starter. | * Working in a similar role as part of a large finance team. * Experience of producing Tax compliance activities, including the ability to carry out reconciliations including identifying and resolving the resulting queries. * Calculation of Sales taxes (VAT/GST). * Corporation Tax/Income Tax calculations. |
| **Desirable** | * Operating within a tax function. | * Working knowledge of CODA (Unit4 Financials). | * Accounting for investments. * Production of year-end tax packs. * Involvement in the improvement of systems and/or processes. |