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| **Role title:** | Tax Manager | **Responsible to:** | Group Financial Controller |
| **Division:** | Finance | **Department:** | Finance |
| **Direct Reports and Level:** | None | **Scope:** | MPS UK and International |
| **Scale:** | N/A People  N/A Budget  N/A income |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Implement 1 | **Role Family** | Group Corporate Functions |

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| **Overall Role Purpose** |
| The Tax Manager role works with the Finance team and external tax advisers to manage all aspects of UK and international sales and corporate taxes, to ensure they are reported and paid correctly and in a timely manner, and to act as point of contact supporting the business on tax related matters and upcoming projects / development.  This role will also play a part in the development of necessary financial processes and policies for tax to ensure sound financial management and financial control of the company’s business. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational Leadership**   * Provide leadership across Finance division for tax matters to support delivery on the overall corporate strategy, business performance, leadership of teams that reinforces the desired culture and delivery of strategic priorities. * Support the delivery of the Finance strategy ensuring that finance related activities comply with the necessary regulatory and legal standards, including those required by Lloyd’s of London, and are in accordance with policy standards and risk frameworks set by Council. * Lead on tax matters to ensure completion in line with compliance and governance frameworks and timeframes. * Support assigned Finance projects affecting MPS Group and roll out other projects/initiatives within Finance ensuring delivery of projects to time, cost and quality and that can demonstrate a return on investment. | * Financial sustainability Vs plan * Financial performance Vs plan * Corporate Strategic priorities Vs plan * Finance Engagement index Vs plan * Finance Leadership index Vs plan * Division Plan delivery Vs plan |
| **Financial**   * Ensure that all spend for tax is managed within organisation policy, reporting on variance to budget to the Group Financial Controller. * Support the operation of a robust financial control framework across MPS in compliance with relevant legal and statutory regulations. * Support the completion of the Group’s financial accounts, and the accounts of the Group’s subsidiaries, through accurate and timely tax workings. * Review VAT returns prepared by members of the Finance team ensuring that VAT is reported and paid accurately and on time to HMRC. * Take the lead on planning and compliance issues for VAT as the need arises with support from external advisors. * Review existing VAT processes to maximise potential recovery and minimise compliance risks. * Managing all aspects of UK corporation tax including monthly forecast of current and deferred UK corporation tax liabilities; preparation of the quarterly instalment calculations and all information needed for the completion of the annual tax computations and returns. * Work with MPS’s external advisors to follow this through into the final computations needed to file the annual returns for the UK group companies. Dealing with compliance matters with support from the group’s external tax advisors and providing updates on tax legislative developments. * Ensure correct tax accounting entries for statutory reporting under FRS 102 including deferred tax liability and tax reconciliation, either internally or via external advisors. * Working with local external advisors to ensure annual income tax returns in overseas markets are compiled and filed accurately and on time (including New Zealand, Australia, Singapore, South Africa and Hong Kong). * Ensure that local sales taxes requirements are adhered to and VAT / GST transactions are reported in an accurate and timely manner. | * Operational budget Vs Plan |
| **Member**   * Monitor and provide robust challenge of emerging tax risks and issues arising from business activities which fail to deliver appropriate and consistent outcomes for members or are likely to have a material adverse effect on the Group, its operation or financial security. * Look to continuously improve ways of working and contribute to divisional / MPS-wide continuous improvement projects aimed to drive operational efficiency and great member experiences and outcomes. * Ensure fair treatment and outcomes for members and compliance with associated policies and standards set out by Council, its committees and delegated authorities. * Develop and deliver all necessary systems, policies and procedures which enable effective and efficient financial accounting and exceptional service for all stakeholders. | * Net promoter score |
| **People**   * Contribute to the building of a strong pipeline of talent and succession across Finance for the benefit of MPS which will mitigate workforce planning risks and maximises the performance and potential of colleagues. * Coach and mentor colleagues both within own team and across Finance and support learning interventions as part of the Academy to maximise the potential of all colleagues and the quality of our service to members. * Take an active role in promoting a more inclusive environment, which aligns with our commitment to celebrate and promote diversity. | * Finance Engagement Index Vs MPS * Finance Leadership Index Vs MPS * Finance Inclusion Index Vs MPS * Strong Talent and Succession Plans * HR Metrics – attrition, absence * Compliance with Training and Competence Schemes |
| **Risk**   * Create an environment where all colleagues recognise the importance of risk identification and management. * Ensure appropriate business processes and controls are in operation within their respective partner areas to manage the team within risk appetite; comply with policies and regulatory requirements (as applicable) and ensure compliance with external regulation. * Complying with applicable professional ethical guidance and all relevant internal policy and procedures, including those relating to health and safety, data protection, IT security and all those contained within the MPS policies and procedures. Adheres to the business rules relevant to the role, which are subject to change from time to time. | * Risk & Control Self-Assessments * Audit Actions * Financial risk * Reputational Risk |

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| **Responsibilities (RACI)** |
| * Monitoring adherence to tax policy and procedures; reporting this to relevant managers across the business and liaising to resolve breaches. * Offer meaningful decision points to MPS governance forums including Council, Management Oversight Committee (“MOC”), ARC and the Executive Team, to ensure that MPS operates within risk appetite for tax, and decision makers are fully informed and equipped as to where tax opportunities exist. * Build a strong internal and external network to inform continuous professional development and contribute thought-leadership on tax policies and practice that will further enhance Finance divisions contribution to business performance. * As the tax landscape continually changes, keep abreast of evolving legislation and best practice; recommend opportunities for MPS to become more efficient and effective in tax practices * 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** |
| * Feed into Divisional Finance Leadership * Reporting provided for Financial Management Oversight Committee, Executive Committee, Risk and Compliance Committee, ARC and MOC. * Financial Management Oversight Committee - Member |

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

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * The role requires a qualified tax candidate (CTA preferably) with at least five-years post qualification experience in a relevant tax manager role. | * Extensive skills operating and utilising Finance systems, process, compliance, regulation, with current technical tax knowledge. * Management of stakeholders and professional advisors. * Leading tax delivery and ensuring monitoring and focus on internal controls. * Innovative, flexible self-starter with excellent technical skills | * Extensive practical experience in processing and developing tax processes. * Proven detailed understanding of corporate and sales taxation rules and processes, together with associated accounting and reconciliation skills gained through previous experience, studies, and continuous professional development. * Experience of disclosing tax related information in the financial accounts and other regulatory statements such as tax strategy. |
| **Desirable** | * Educated to degree standard or equivalent. |  | * Experience of medical defence organisations, clinical negligence claims or civil legal processes * Experience of risk-based businesses, e.g. insurance * Knowledge of MPS, its business and the detailed operation of other departments, especially membership and claims. * Experience of VAT partial exemption processes. * Experience of Transfer Pricing between group UK and international entities. * Previous line management experience and/or coaching experience |