

# BUFDG Tax Specialist

## Job Description

between 0.6 and full time

### We are...

The British Universities Finance Directors Group (BUFDG) is the representative body for higher education finance staff in the United Kingdom. Our members are the Directors of Finance and Chief Financial Officers (and their staff) of almost all UK higher education institutions.

### We are looking for...

A Tax Specialist based at our offices in Loughborough or home if Loughborough would involve relocation. They will be the lead for all tax issues other than employment taxes, promoting BUFDG member engagement, support, and communications. The post-holder reports to the Executive Director.

### You need to be...

A **qualified tax professional** (VAT or direct taxes) with **experience of advising** universities on best practice to achieve compliance and financial efficiency

Because you will need to...

- monitor developments in tax matters that could impact BUFDG member organisations
- represent or coordinate representation of BUFDG and its membership on external projects or groups where they are impacted by tax issues, policy or practice.
- Take the lead on all matters relating to taxation in higher education
- build an awareness of the importance of tax issues across other PHES organisations and their members;
- have a persuasive and diplomatic manner; the skill and strength of character to help the BUFDG Tax Group lead campaigns on tax issues;

Someone with a **substantial reputation** in this field

Because you will need to...

- be proactive and professional and be prepared to represent HEIs' interests at the highest level,
- work with Finance Directors and professional advisers when appropriate
- provide support to the BUFDG tax groups, the BUFDG Payroll & Expenses Group (through the Employment Taxes Specialist) and the BUFDG International Forum (with the Employment Taxes Specialist)
- build and maintain relationships with HMRC, professional firms, and other sector organisations, acting as a conduit for information and consultation

## A **first-class communicator** who can organise people and events,

Because you will need to...

- scan discussions on the Taxation Discussion Board, providing immediate answers when possible and following up to provide fuller answers within a timescale to be agreed with the ED and/or tax group chair.
- work with the BUFDG Head of Membership and PHES Membership Officers to ensure that the tax related content of the website is appropriate and accurate.
- direct and produce the BUFDG annual tax conference working closely with the Events Manager and any contractors.
- identify development needs or technical issues within the HE Tax community and seek to address them in the most appropriate manner, using internal or external resources as appropriate and providing appropriate support to affected members.
- direct and produce appropriate HE specific tax training for BUFDG members, in a variety of formats, including e-learning, working closely with the Digital Content Manager, Events Manager and Learning and Development Manager.
- produce, or oversee production of, relevant tax-related guidance and update documents for members.
- contribute articles to and edit the Fortnightly Tax Newsletter and offer occasional cover to the Executive Director to, proof and manage the delivery of the BUFDG monthly e-newsletter.
- Display excellent customer service skills, acting as a first point of contact and support for members, as well as for media enquiries be able to understand the context of, and work with, confidential or sensitive information, and ensure GDPR compliance at all times

## A **“self-starter”** who thrives in a **small team environment**

Because you will need to...

- have a qualification in tax
- have a friendly, open, and supportive manner towards other team members
- work closely with the BUFDG Payroll and Employment Taxes Specialist on various projects
- display excellent organisational skills, and juggle multiple work streams with competing priorities to meet deadlines
- produce work to a professional standard and with attention to detail
- use your excellent IT Skills including Word, Excel and email on a daily basis
- have a flexible approach to team working – sometimes working outside normal office hours, for example when organising or attending events
- commit to observing the organisation’s Equal Opportunities Policy at all times.
- have a willingness to undertake further training.

## You might also have...

- been educated to degree level or equivalent
- knowledge of the UK HEI system
- experience of HEI processes and servicing committees
- previous experience in a membership organisation
- experience of delivering training
- experience of working/advising on international tax and/or global mobility issues
- a further relevant financial or business qualification
- an interest or knowledge in producing alternative media, such as podcasts or videos

## We will offer...

- A part- or full-time post between 0.6FTE and full time. The post can be based at our offices in Loughborough, or home-based.
- A competitive salary at **Grade 8/9 (£41,526 - £59,135 pa pro-rata)** dependent on skills, qualifications and experience with scope for further progression for exceptional performance. We benchmark our salaries to the University of Sheffield grading structure.
- A defined contribution pension scheme with **7.5% employee and 16% employer** contribution rates, together with life insurance.
- **30 days' holiday** pro rata plus bank holidays and discretionary days' office closure.
- Support for professional membership subscriptions, **CPD** and appropriate training.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.