

Role of the National Chair of the Payroll & Expenses Group (PEG)

The BUFDG Payroll & Expenses Group (PEG) is seeking a Chair for their national chair meetings, held three times a year, where the latest employment taxes and payroll issues are discussed between regional chairs and trusted advisers with a view to agreeing agendas for regional meetings. This note sets out the requirements of the role and the person, as well as optional extras you'll be invited to participate in.

Role Requirements

You will be required to chair the National PEG meetings, held online, three times per year. The meetings typically last two hours and there may be some pre-reading and post-reading required, for example, approving the minutes of the meeting.

The National PEG is arranged by BUFDG and an agenda will be prepared by the PEG secretary, Julia Ascott (Employment Tax Specialist at BUFDG), who will also act as secretary at the meeting. Attendees at this meeting will be the PEG National Chair, Regional Chairs (Scotland, Wales, Midlands, North, South, London & South East) and trusted advisers (typically from PwC, BDO, Grant Thornton, KPMG, Mazars).

The purpose of the National PEG meeting is to:

- discuss current issues within payroll and employment taxes with a view to creating an agenda for the regional PEG meetings,
- agree, approve and prioritise BUFDG areas of focus for the coming months, and
- assess the level of guidance needed on behalf of the sector, e.g. training, Time to Talk sessions, documents, flowcharts etc.

The chair is expected to direct proceedings at each meeting, using best endeavours to ensure decisions are arrived at by consensus and meet the primary objectives of the group, being to:

- Convey payroll and employment tax related information that comes to the group's attention, to BUFDG and member H E I s
- Communicate member H E I s' payroll and employment tax problems and views to relevant parties, including HM Revenue & Customs
- Represent H E sector opinions and concerns on payroll and employment tax issues at national level, including negotiating with HM Revenue & Customs
- Provide feedback and information from HM Revenue & Customs' H E Team to BUFDG H E I members
- Provide appropriate payroll and employment tax training to staff in BUFDG member H E I s at an economic cost

- Facilitate exchange of payroll and employment tax questions and answers between staff within member H E I s and other related parties, including supporting the maintenance by BUFDG of a dedicated website area and supporting the meetings of tax groups within the BUFDG regions (being London & South East; Midlands; North; Scotland & Northern Ireland; South West; and Wales) either in person or via online meetings; and
- Supporting BUFDG to arrange online, payroll and employment tax related 'Time to Talk' sessions, as required.

The chair may be asked to feed back to the BUFDG Executive once a year, with information on the achievements and activities of the group.

The 'required' aspect of the role should take a maximum of 12 hours per year.

Person requirements

We are seeking an individual with an interest in employment tax and/or payroll, and a finance background, at the level of Financial Controller or higher to ensure that any communications from the group to other bodies such as HM Revenue & Customs have the necessary seniority and gravitas.

Optional extras

As chair of the national PEG group, you will be contacted from time to time to respond to BUFDG requests, HMRC conversations, consultations, guidance documents, feedback, BUFDG tax conference etc. However, you are in control of how much or little you would like to be involved in this; we appreciate that you may not have the time to provide your comments or suggestions on everything.