

## Job Description

Job Title	<b>Head of Tax</b>
Reporting to	Group Financial Controller
Purpose	Ensure timely and accurate production and submission of statutory taxation information for the Group. Offer tax advice to the Group's business areas as required.

Key Responsibilities	Specific Tasks	Business Objective
Corporation Tax Compliance	<p>This will include (but not be restricted to):</p> <ul style="list-style-type: none"> <li>Produce annual tax computations and returns for all Group companies</li> <li>Submit annual tax computations and returns for all Group companies to HMRC within statutory deadlines</li> <li>Produce annual Group tax computation for consolidated financial statements</li> </ul>	<p>To minimise the Group's corporation tax liability</p> <p>To ensure accurate calculation and payment of corporation tax and timely submission of statutory obligations</p>
Advisory	<p>This will include (but not be restricted to):</p> <ul style="list-style-type: none"> <li>Develop working relationships with business areas</li> <li>Provide taxation advice on business transactions, potential transactions and projects as required</li> </ul>	To assist in achieving Group business goals and objectives.
Payroll	<p>Manage all aspects of the Groups statutory payroll requirements, including liaison with other departments and external providers. This will include (but not be restricted to):</p> <ul style="list-style-type: none"> <li>Monthly calculation and submission of payroll and PAYE liabilities</li> <li>Accurate recording of payroll in accounting systems, including the General Ledger</li> <li>Calculation and submission of P11Ds</li> </ul>	To ensure accurate calculation and payment of payroll and timely submission of statutory obligations
VAT	<p>This will include (but not be restricted to):</p> <ul style="list-style-type: none"> <li>Preparation and submission of the Group's VAT returns.</li> </ul>	To ensure accurate calculation and timely payment and submission of VAT liabilities
Management Accounts	<p>This will include (but not be restricted to):</p> <ul style="list-style-type: none"> <li>Calculate consolidated monthly tax charge/accrual for Group reporting</li> </ul>	Accurate reporting to stakeholders

Budget	<p>This will include (but not be restricted to):</p> <ul style="list-style-type: none"> <li>• Taxation assistance/advice in annual production of Group budgets</li> </ul>	Accurate reporting to stakeholders
Annual audit	<p>This will include (but not be restricted to):</p> <ul style="list-style-type: none"> <li>• Liaise with auditors and respond to requests</li> <li>• Provision of tax information as required</li> </ul>	To ensure timely and accurate production of financial statements in guidance with current accountancy rules and regulations.
Other	<p>This will include (but not be restricted to):</p> <ul style="list-style-type: none"> <li>• Maintains and updates working knowledge of tax laws and regulations, including new filing practices, deadlines, and any company-specific information.</li> <li>• Support the Finance team and work with colleagues to achieve team objectives.</li> <li>• Attend meetings with clients, external advisors and / or other Newable staff as may be required.</li> <li>• Attend work at any Newable office as required.</li> <li>• Act at all times in accordance with the culture and values of the wider Newable Group.</li> <li>• Any other ad-hoc task as may be required.</li> </ul>	Assist Finance and supported business areas to achieve overall business objectives.

## Candidate Profile

Element	Essential	Desirable
Skills	<p>Attention to detail            Good organisational skills            Strong alphatax skills            Strong excel skills            Excellent written and verbal communication</p>	
Qualities	<p>Team player            Can do attitude / self-motivation            Flexible approach to work and the ability to adapt</p>	
Knowledge and Experience	<p>Qualified Accountant            Previous experience with tax compliance            Good time management</p>	

## Conditions and Remuneration

Starting salary	Competitive
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Benefits	Newable Benefits Package
Hours	Permanent, Full Time
Location	140 Aldersgate Street, London

Newable is committed to equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other protected grounds. Disabled people who meet all of the essential criteria will be invited to interview.