

Job Description

Job Title: UK Tax Manager

Location: Bolton / Hybrid

Reports to: Head of Tax

Accountable to: Group Financial Controller

Job Purpose: The UK Tax Manager is responsible for overseeing and managing the tax compliance and reporting for the UK group. This role ensures the business adheres to relevant tax laws while optimizing its tax position in alignment with business objectives.

Key Responsibilities:

Tax Compliance & Reporting:

- Manage the preparation, filing, and submission of tax returns for the group, including corporate income tax, VAT, and other applicable taxes.
- Ensure timely and accurate tax reporting, including VAT compliance, tax provisions, and tax disclosures for financial statements.
- Review and ensure proper tax documentation and record-keeping for VAT and other taxes in compliance with local, regional, and international tax laws.
- Work closely with the Financial Reporting Team and collaborate with external tax advisors and auditors to ensure accurate reporting and resolve any issues related to tax filings.

□ VAT Management:

- Lead the UK group's VAT compliance and reporting processes ensuring adherence to local VAT laws, rates, and compliance timelines.
- Provide strategic guidance on VAT matters including recovery opportunities, intercompany VAT flows, and Capital Goods Scheme.
- Work closely with finance and operations teams to optimize VAT positions, particularly focusing on VAT recovery and ensuring that VAT liabilities are minimized.
- Ensure that VAT treatments of goods and services are correctly applied, considering applicable exemptions, reduced rates, and special schemes.
- Advise the business on VAT issues arising from any potential cross-border transactions, supply chains and customs duties.

□ Corporate Tax Strategy & Planning:

- Support the Head of Tax with tax strategy and implementation to minimize the group's tax exposure while ensuring compliance with all applicable corporate tax laws.
- Support on M&A transactions, and corporate reorganizations as required.

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- Lead the UK Group's tax forecasting, budgeting, and tax provision processes, providing insights on expected tax liabilities and opportunities for tax savings.

□ **Transfer Pricing:**

- Oversee the group's transfer pricing policy and documentation, ensuring compliance with local and international regulations.
- Coordinate the preparation of transfer pricing documentation, including reports, intercompany agreements, and benchmarking studies.

□ **Tax Risk Management:**

- Identify and manage tax risks across the group, including VAT, income tax, customs duties, and other tax types.
- Lead and manage tax audits, disputes, and negotiations with tax authorities, including VAT audits and VAT-related enquiries.
- Stay updated on changes in tax legislation and assess their potential impact on the organization, advising on necessary adjustments.

□ **Stakeholder Management & External Relations:**

- Develop and maintain a strong internal network with key stakeholders in finance, legal, and operations to ensure the tax function supports business objectives.
- Support the business in evaluating and managing the tax implications of new business initiatives, contracts, and projects.
- Collaborate with external tax advisors, legal counsel, and auditors as required to manage complex tax issues.
- Represent the company in dealings with tax authorities, ensuring compliance and managing any disputes or audits with support from the Head of Tax.

Required Skills and Qualifications:

- **Qualification:** ACA, ACCA, CTA, or equivalent tax qualification.
- **Experience:** At least 3-5 years of experience in a tax role, with a strong background in VAT and corporate tax.
- **Technical Expertise:** In-depth knowledge of VAT laws, corporate tax regulations, transfer pricing, and indirect tax compliance.
- **Project Management:** Ability to manage multiple priorities and complex tax issues in a fast-paced environment.
- **Analytical Skills:** Strong analytical and problem-solving abilities, with the capacity to interpret complex tax legislation and provide actionable advice to the business.
- **Other:** Proven ability to prioritise and manage workload to deliver results to key deadlines. Drive to continually review and improve processes

Desirable Attributes:

- Proven ability to work under pressure and handle complex tax matters.



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- Corporate tax trained with experience in group tax accounting and compliance and advisory experience including the tax implications of mergers, acquisitions, and reorganizations.
- Working knowledge of international tax matters.
- Strong communication skills, with the ability to explain complex tax concepts to non-tax stakeholders in an accessible and practical way.

Standard responsibilities:

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within Group are expected to be familiar with and adhere to;

- Participates in an annual performance review programme
- Works, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.
- Observes, at all times, strict rules of confidentiality appropriate to the post.
- To comply at all times with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.
- OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
- Undertakes other duties as assigned.