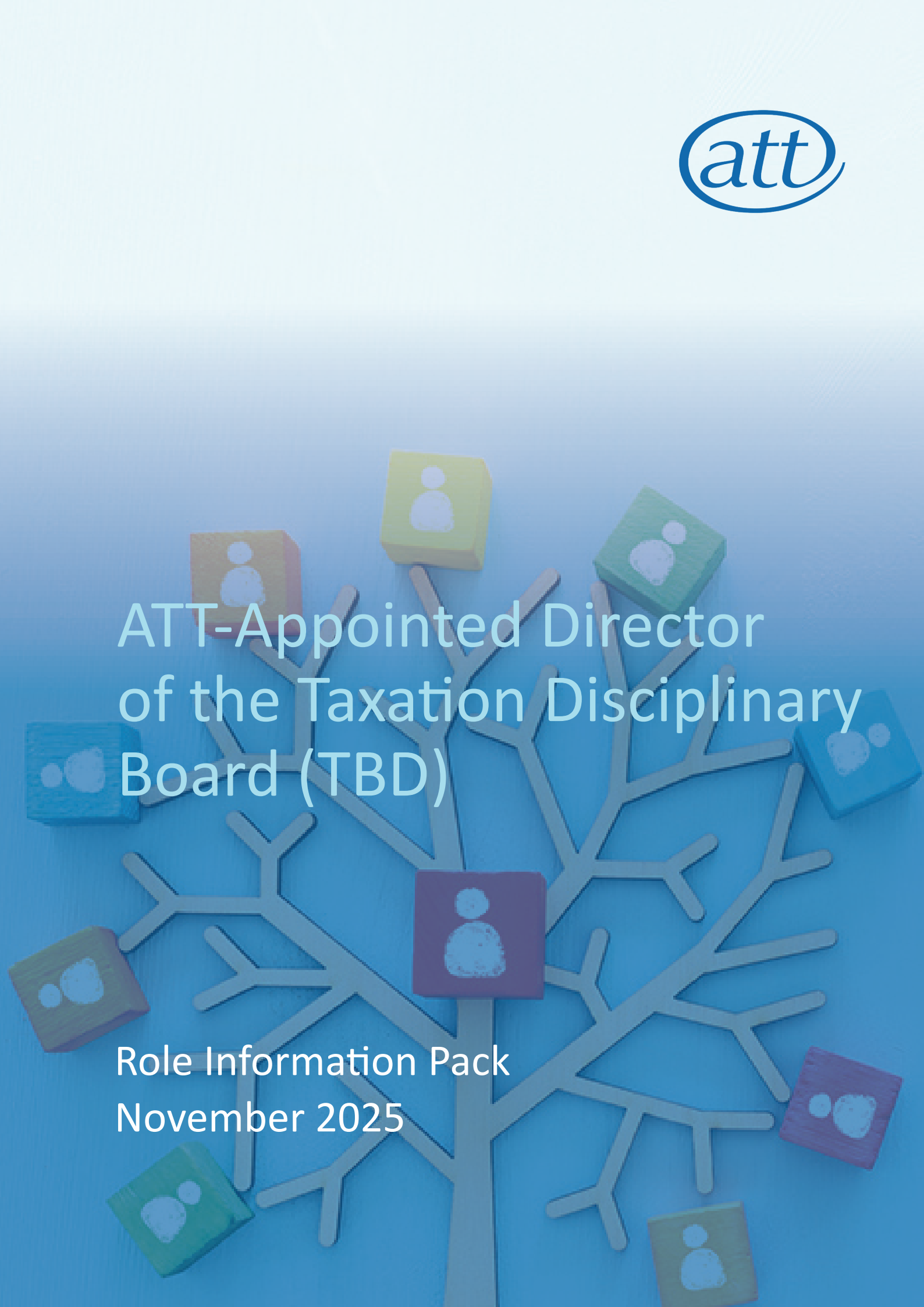


A large, stylized tree graphic is centered on the page. The tree has a grey trunk and branches. Several colorful blocks (yellow, orange, green, blue, purple) are placed on the branches. Each block features a white silhouette of a person. The background is a light blue gradient.

ATT-Appointed Director of the Taxation Disciplinary Board (TBD)

Role Information Pack
November 2025

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The TDB and its Board

The TDB is an independent body established to handle complaints and disciplinary matters involving the members and students of the Chartered Institute of Taxation (CIOT) and the Association of Taxation Technicians (ATT).

Its objectives are to conduct the investigative, disciplinary and appeals process in an efficient and effective manner and to ensure that the standards of professional conduct set by the participating bodies for their members are followed; that the reputation of those bodies and their members is maintained; and that the public may have confidence in the standard of service provided to them.

The TDB

- Operates a fair system acting with regard to the public interest
- Supports and maintains the high professional standards of the CIOT and ATT
- Handles complaints quickly, impartially and effectively
- Operates economically
- Has procedures and policies which are open and easy to understand
- Has published guidance for complainants and members, which may be downloaded from the TDB web site www.tax-board.org.uk

The Scheme is administered by the Board of Directors of the TDB. The TDB's legal form is The Taxation Disciplinary Board Limited, a company limited by guarantee whose members are the ATT and the CIOT. The Board of Directors has a wide range of experience in the legal, accountancy and tax professions.

The ATT and CIOT each appoint a director of the TDB. The Chair, who is legally qualified, and an additional lay director are appointed through an open and independent process.

This current recruitment exercise is concerned with the director appointed by the ATT.



About the CIOT and ATT

The CIOT is the leading body in the UK for taxation professionals dealing with all aspects of taxation. Our primary purpose is to promote education in taxation. One of our key aims is to achieve a more efficient and less complex tax system for all. Our comments and recommendations on tax issues are made solely in order to achieve this aim; we are an entirely apolitical organisation. Membership of the CIOT is by examination, nationally recognised as the gold standard of UK taxation education. We support our 20,000 members and 5,000 students throughout their tax careers, providing assistance through our London-based head office and network of 35 branches. The CIOT is a registered charity, number 1037771, a chartered corporation and a regulatory body for the purposes of Anti-Money Laundering supervision of tax practitioners.

The primary charitable objective of the ATT is to promote education and the study of tax administration and practice. One of our key aims is to provide an appropriate qualification for individuals who undertake tax compliance work. Drawing on our members' practical experience and knowledge, we contribute to consultations on the development of the UK tax system and seek to ensure that, for the general public, it is workable and as fair as possible. Our members are qualified by examination and practical experience. They commit to the highest standards of professional conduct and ensure that their tax knowledge is constantly kept up to date. Members may be found in private practice, commerce and industry, government and academia.



Role description

The Director will

- Attend meetings of the Board (usually quarterly).
- Represent the concerns and interests of the TDB in occasional senior-level meetings with HMRC.
- Contribute to the strategic direction of the Board and initiating proposals for new policies affecting the TDB.
- Ensure that the TDB operates in an efficient and cost-effective manner.
- Consider and approve proposals and draft documents submitted by the TDB's staff.
- Contribute to discussion of issues on which guidance is required by the TDB's panels and the approval of such guidance.
- Consult with the other Board Directors on key strategic or sensitive issues.
- Advise the TDB staff on policy or technical matters through emails and telephone consultation.
- Participate in the recruitment and selection of new panel members.
- Present an update on the TDB and generally report on progress to the ATT Council, normally annually.
- Attend the Joint ATT/CIOT Professional Standards Committee from time to time, contributing from a TDB standpoint and reporting back to the TDB Board.
- Given the small size of the TDB be prepared to take the initiative on a policy development area where appropriate and as agreed.
- Take the lead on the TDB's finances including liaising with Auditors.

Person specification

You must be a member of the ATT and be familiar with the ATT and its workings in order to win and retain the trust of the Council of the ATT. You may have relevant experience of disciplinary tribunals/models but this is not a prerequisite.

Suitable candidates will need

- Awareness and understanding of professional regulation, and a willingness to become fully involved in the area.
- Commitment to public protection, maintaining and improving professional standards in the public interest.
- Recognition of the need for the TDB to operate independently of the CIOT, ATT and any future participants in the Scheme.
- Knowledge of the ATT's Professional Conduct in Relation to Taxation (PCRT) and Professional Rules and Practice Guidelines (PRPG) which apply to professional regulation and discipline.
- To be familiar with the tax services industry, the tax profession and the work of a tax professional in practice and in industry and commerce.



Role of the Director

Officeholder Title

ATT-appointed Director of the TDB.

Contract

The service contract will be for a fixed term of 2 years with a second term being possible by agreement between the ATT and successful applicant, as set out in the Articles of Association and the Rules of the Scheme.

Time Commitment, Remuneration, and Other Terms and Conditions

The basic time commitment for the role is a day a month, though this is naturally dependent on the issues that the Board has to deal with. The remuneration is at the rate of £550 per (7-hour) day; reasonable expenses incurred during the performance of the role will be reimbursed in accordance with the expenses policy.

The usual place of work will be the Director's own premises; most meetings will take place via Microsoft Teams. Occasional meetings will be held at the ATT's offices or other premises used by the TDB from time to time. There are no other benefits.

How to apply

To apply please submit the following by email:

1. A copy of your CV, detailing your educational and professional qualifications, employment history and any voluntary positions held.
2. A personal statement, of no more than 1,500 words, demonstrating how you meet the requirements detailed in the role description and person specification, outlining your suitability, including relevant skills, life experience and expertise.
3. The Equality Monitoring Form (optional). The Equality Monitoring Form is used solely to assess the fairness and effectiveness of our selection processes. It is entirely confidential, kept separate from your application and does not form part of the selection process.

Please submit your CV and personal statement via email to Vicky Nicholas (Executive Officer) at vnicholas@att.org.uk.

The deadline for applications is 16 January 2026 by 17:00.

Shortlisted applicants will be invited to attend a panel interview to be held on 9, 10, or 11 February 2026.

