

## **Tax Assurance Committee volunteers**

CIOT and ATT joint Audit and Risk Committee are looking for three volunteers to join the newly formed Tax Assurance Committee. This is a sub-committee reporting to the Joint Audit and Risk committee.

We require CIOT and ATT members with direct and indirect tax experience in areas including, employer taxes, VAT and corporation tax to join the committee and play an active part in its work. The objective of the committee is to maintain a governance oversight of CIOT and ATT tax affairs, to provide assurance to the joint Audit and Risk Committee that CIOT and ATT are tax compliant and to have insight of new income and expenditure streams introduced in all business cases.

The committee will meet virtually twice a year. The primary function of the committee will be supporting both organisations on internal tax affairs by periodically reviewing the tax areas relating to CIOT and ATT operations. The committee will also report and present to the Audit and Risk Committee the results of the annual reviews.

The first meeting will be focused on the annual review of the international indirect tax. A second meeting will involve scoping a new tax area suggested by the Audit and risk committee. This will lead to an assurance report commissioned by an external tax advisor within the specialist area. We expect time commitment to be three days per year. This will include attending the two meetings a year (approximately two hours per meeting) with the remainder of the time for preparation, background reading and other meetings with relevant staff and colleagues.

### **Why volunteer and Benefits**

Our volunteers are composed mainly of tax specialists, who add valuable insights and expertise that enhance our efforts. In return, volunteers can network with fellow professionals as they assess and discuss changes in tax policy. We invite you to contribute your time, expertise and insight to make a meaningful impact on our work.

The benefits of volunteering include

- Opportunities to gain new experiences, build professional connections and develop insights into charitable governance and practice.
- Provision of a reference in recognition of your voluntary service.
- Collaborating with experienced professional staff.
- Access to relevant training and development, where required, to support you in your voluntary role, and

- You will be invited to attend the President's Reception each year, normally held in a prestigious venue in London in the Autumn with other committee and Council members.

Most importantly, you will help strengthen how we identify, manage and assure tax compliance through your insight, oversight and influence.

All reasonable travel expenses are claimable under our volunteer expenses policy for in person meetings and the President's Reception. You will be joining a network of CIOT and ATT volunteers and tax professionals across, education, technical policy, the branch network, LITRG, membership and Council.

You are very welcome to contact Linda Mensah ([lmensah@ciot.org.uk](mailto:lmensah@ciot.org.uk)) or Vicky Hilpert ([vhilpert@ciot.org.uk](mailto:vhilpert@ciot.org.uk)) before submitting a brief CV to discuss the role if you are interested. Deadline 30<sup>th</sup> April 2026