



Chartered
Institute of
Taxation.

A stylized tree graphic with a grey trunk and branches. The leaves are represented by colorful 3D blocks in shades of yellow, green, blue, and purple, each featuring a white person icon. The background is a gradient from light blue at the top to dark blue at the bottom.

CIOT Technical Officer – employment taxes (6-month Fixed Term Contract)

Role Information Pack
August 2026

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Welcome

Thank you for showing interest in the CIOT Technical Officer – employment taxes role. The CIOT is an educational charity and the leading professional body in the UK for tax advisers dealing with all aspects of taxation. If successful, you will be joining a dedicated team of staff and volunteers who ensure that we continue to meet our primary purpose of promoting education in taxation. Our key aim is to achieve a more efficient and less complex tax system for all, and you will see from our annual reports that we do this through a wide range of activities.

At the CIOT our vision is: to remain the leading body for taxation professionals in the United Kingdom, serving the public interest through the pursuit of excellence and with integrity, and we're looking for people who are excited about joining us on our journey. To help us achieve our vision we're looking for exceptional people who live our values and behaviours and who can inspire others; embrace change; deliver results and keep it simple.

We live by our values which are:

Ethical – We act with integrity, promoting high ethical standards and accepting accountability for our actions.

Collaborative – We value working constructively with stakeholders to achieve our goals.

Inclusive – We welcome, respect, and value everyone and actively consider how to be accessible.

Empowering – We encourage and enable personal growth and seize opportunities.

Progressive – We are future focused; constantly learning and driving improvements that deliver enhanced service excellence.

Committed – We are focused on and dedicated to the consistent delivery of our charitable objectives and services.

We know that an inclusive environment makes us more accessible and ensures we attract, engage, promote, and retain exceptional people. We welcome applications from all individuals regardless of age, gender/gender identity, sexual orientation, ethnicity/nationality, disability, or military service and welcome those who have taken career breaks. We will consider flexible working arrangements or home working arrangements for any of our roles and offer workplace accommodations to ensure you have what you need to effectively deliver in your role.

We're an organisation which was founded by ordinary people who were dedicated to making tax as simple as possible for the public and providing qualifications that are open to all. Our members and volunteers come together to help each other get the most from their Professional Bodies and enhance their future careers. If you come to work here at the CIOT, you'll be part of that. Part of something a bit different. And something really quite special.

What's more, we have a strong ethic of care for each other and our members. We recognise that our employees feel most appreciated when their thoughts and values are respected and considered. We're committed to creating a culture that recognises and truly values our individual differences and identities. So, if you'd like to be a part of an inclusive workplace where you can be yourself, where your talents are nurtured, and you feel empowered to contribute, then please apply.

Helen Whiteman, CIOT CEO



The Organisation (CIOT)

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 worldwide network of 40 branches.

The CIOT is a registered charity, number 1037771 and a regulatory body for the purposes of Anti-Money Laundering supervision of tax practitioners.

The CIOT is managed by its Chief Executive and directors, under the strategic guidance of the Council. The CIOT is a company established under Royal Charter. Its governing documents comprise the Charter, Byelaws, Member Regulations, and Council Regulations.

Policy on fund raising from the public:

The CIOT does not raise funds through asking for public donations in any form.

For the Annual Report and Financial Statements of the Institute visit: www.tax.org.uk/annual-reports.

We are delighted to announce that we have been awarded the PeopleInsight Outstanding Workplace 2025 award for the third-year running!

We are very proud that our continued efforts to engage our employees and create a healthy workplace culture have paid off. This is real testament to the supportive and engaging environment we foster for our staff.

**Outstanding
Workplace 2025**
— 3 time winner —



Role Description

Job Purpose

The individual is expected to help the CIOT realise its charitable aims of promoting education in taxation and working for a better, more efficient tax system for all affected by it. This is to be achieved through working with practitioners at committee level and establishing and then engaging with HMRC and policymakers in the most effective manner, including building relationships with policymakers and peers, preparation of high-quality written submissions, project work and active participation at meetings. This role has a particular emphasis on employment taxation.

The individual will set the direction for, and coordinate support and insights from technical committees, where relevant.

Operating Environment

The CIOT is an educational charity, promoting education and study of the administration and practice of taxation. One of our key aims is to work for a better, more efficient, tax system for all affected by it – taxpayers, their advisers and the authorities.

You will follow organisational processes and procedures, contributing ideas and being receptive to changes/developments in ways of working, so that our charitable objectives and CIOT strategies are pursued in the most efficient and effective manner.

You must be able to exercise judgement and be objective in all aspects of the role.

Framework & Boundaries

Our comments and recommendations on tax issues must be made solely in order to achieve our charitable aims, and should remain non-party political. Our [Rules of engagement](#) exist to ensure we operate within these boundaries.

We act as a 'critical friend' to revenue authorities and policymakers, providing unbiased commentary on tax proposals. We should endeavour to put ourselves in the other party's shoes (e.g. to understand the rationale for proposals, and the fiscal and resource limitations within which the parties operate), and make suggestions for improvements or alternatives alongside any critique provided.

Key Accountabilities

- Actively consider which piece of work to prioritise (discussing with your manager where there may be competing directorate priorities), and progress the most effective medium of engagement on issues within your responsibility.
- Research, preparation and obtaining approval of high-quality technical submissions (for example, consultation responses, proactive submissions, finance bill and other parliamentary briefings), in conjunction with the relevant committees and working groups, and the wider membership where appropriate.
- Take ownership and deliver agreed cross-cutting work as agreed with your manager which furthers the CIOT's charitable objectives.
- Actively engage with revenue authorities, other policy makers, representative bodies and other organisations involved with tax policy and administration, establishing professional working relationships and making an informed contribution during meetings.
- Promote the technical work of the CIOT by preparing insightful content for its website, Tax Adviser magazine, press releases and other media as necessary.
- Set the direction for, and coordinate support and insights from, relevant committees and working groups, working closely with Chairs and Vice-Chairs to determine issues to be addressed and timescales, enabling us to provide insights on a broad range of tax matters.
- Work collaboratively with colleagues across the CIOT Public Policy Directorate (Professional Standards, External Relations and LITRG), providing support where required to ensure the Directorate fulfils its objectives.
- Build relationships with colleagues in other professional bodies (particularly the ATT) to ensure effective external engagement takes place.
- Ensure that the members voice and the wider public voice are considered in technical work when appropriate and that work is evidenced based as far as possible.
- Respond to queries raised by members and the wider public in accordance with the CIOT_policy_on_providing_replies.

Job impact (desired impact of this role)

1. The CIOT's technical submissions and wider engagement reflect our charitable objectives, implement agreed strategies, are made timeously, and are recognised as being of the highest quality and impartiality. They are delivered by taking into consideration their target audience, what to deliver and the means/how to deliver it, as well as ensuring investment in pieces of work is prioritised and proportionate to the desired impact (in line with the public awareness strategy).
2. The CIOT's technical team and committees operate effectively, contain volunteers with a broad range of experience, and make adequate provision for succession.
3. The profile of the CIOT's technical work is raised.
4. The CIOT's technical resources are used in the most effective manner.

Skills Needed to Fulfil the Role

Knowledge and experience

- At least five years' practical post-qualification experience of employment tax advisory work including (but not limited to):
 - PAYE, NICs, expenses and benefits
 - Termination payments
 - Employment status and off-payroll working
 - PAYE compliance processes and agent interfaces
 - Share schemes and incentives
 - Construction Industry Scheme
 - A working knowledge of tax compliance relating to the above areas
- Ability to communicate complex tax matters, both verbally and in writing, in a manner understandable by the target audience.

Functional/technical skills

- Membership of the CIOT or otherwise qualified to an equivalent level (e.g. ATT or other professional qualification and demonstrable experience).
- Excellent communication skills, to ensure that written and verbal communication is clear, concise and effectively presented.
- Ability to analyse, critique and condense large amounts of feedback from multiple sources into clear and understandable messaging.
- Thoroughly research tax technical issues, converting such research into technically accurate, evidenced and balanced outputs and options.
- Work to tight deadlines without loss of accuracy.
- Apply your knowledge to assess and evaluate new proposals or to come up with new ideas for Change.
- Competent use of Microsoft Office Apps – Outlook, Teams, Word and Excel.

Interpersonal and work management Skills

- Communicate professionally, confidently and effectively with others including external stakeholders (which may include the media).
- Assimilate and clearly articulate the CIOT's agreed position – confidence to test and challenge and seek further explanation and evidence from experts.
- Exercise judgement and respect boundaries, to ensure that output is well received, balanced, factual and non-political.
- Work independently and using your own initiative, but with an appreciation that your work needs to fit CIOT's overall objectives so may be subject to change/direction as needed.
- Recognise when team working is required and where potential problem areas need to be escalated.
- Support and participate in objectives of your team and across the directorate where appropriate, including contributing to team processes and taking a proactive approach to ideas for continuous improvement.
- Manage your time and identify priorities to balancing competing deadlines.

Salary & Benefits Package

Salary

The salary for this role is £66,804.23 (£83,505.28 FTE), per annum, 28 hours per week. The contract type is for 6 months fixed term. We would be open to considering applicants from practice on a secondment basis.

Pension

You will be automatically enrolled into the Aviva Group Pension Plan (10% employer and 3% employee contribution) upon joining.

Insurance

- Income protection cover which provides up to 75% of salary if you are absent due to ill health for more than 13 weeks.
- 24-hour group personal accident scheme providing a sum equal to three times current salary in the event of your permanent disability/loss of a limb/ death.
- Non-contributory life assurance cover of 4 times your salary.

Holiday entitlement

The organisation offers a generous holiday entitlement from 25 – 30 days depending on your length of service, and pro-rated based on your working pattern.

Optional Benefits

Bupa (private medical insurance)

You can join our company-paid private medical insurance scheme which pays for the cost of private medical treatment for acute conditions.

Health Shield Essentials (including Employee Assistance Programme)

You can join our health & benefit programme. We pay the cost for the basic level (including any dependent children). The benefits include the refund of a range of medical costs (dental, optical, physiotherapy, etc) and an employee helpline covering medical and legal issues and counselling.

Interest Free Loans

After 6 months' service you may apply for an interest free-loan to help with the purchase of a season ticket or a bicycle.

Continuous Professional Development

The Chartered Institute of Taxation requires all professional employees to maintain their CPD activities and offers an exciting range of learning opportunities through its branch and conference programmes.



Guidance Notes for Applicants

Thank you for considering working with us. These notes are designed to help you through our application process. However, if you have any questions regarding the process that are not covered here, please do not hesitate to contact Sharon Jepson at recruitment@ciot.org.uk for advice.

The deadline for applications is 31 August 2026 by 5 pm. You can apply by submitting a covering letter and up-to-date CV via email to Sharon Jepson as per the email address provided above. Your covering letter should make it clear how your skills and experience match those described in the advert or job description.

If you wish to find out more about the role before applying, you may do so by emailing recruitment@ciot.org.uk or by calling HR on 02073400550. This will not prejudice your application in any way.

If you do not hear from us within 2 weeks of applying, this means that you have not been shortlisted on this occasion. Failure to be shortlisted for one role does not bar you from applying for others when they are advertised.

First stage interviews are likely to be on 8 September 2026, 2nd stage interviews are likely to be in mid to late September, with precise dates to be

confirmed.

If you are invited to interview, you must confirm your attendance by the deadline stated in the invitation email.

If you do not do so, we will assume you are no longer interested. If there is to be a presentation or test, you will be informed of this in advance.

If you have a disability and require special arrangements to be made, please notify us as soon as you are shortlisted so we can try to accommodate your needs.

You will be told during the interview when you may expect to hear the outcome.

Although we appreciate the time and effort that goes into applying for a post with us, we do not give individual feedback on applications or interview performance.

Successful candidates will be required to provide their original qualifications, proof of the right to work in the UK and the details of two referees before they commence employment.

We look forward to receiving your application.

