



ATT Technical Officer

Role Information Pack
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Welcome

Thank you for showing interest in the Technical Officer role at the ATT. As an educational charity and the leading professional body in the UK for 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.

Like many other organisations, the past two years have seen an acceleration in our services being offered through more digital and flexible means. We have adapted and performed well and are keen to harness opportunities to continue to grow the ATT brand in the UK. You will be working with an established and committed team to deliver against our charitable objectives which are

(A) to advance public education in and promote the study of the administration and practice of taxation and the principles of economic and political science in relation to taxation and public finance;

(B)

(i) to prevent crime and

(ii) to promote the sound administration of the law for the public benefit

We have several exciting initiatives that we would like you to both lead and play a supporting role in, and we will talk more about some of those through the selection process. We'd also like you to bring your ideas and experience to the role to help us innovate and meet the needs of all our key stakeholders.

I hope you will consider applying for this role and become part of our friendly and committed team.

Jane Ashton

CEO



The Organisation (ATT)

The primary charitable objective of the Association of Taxation Technicians 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.

The ATT is a registered charity, number 803480, and a regulatory body for the purposes of Anti-Money Laundering supervision of tax practitioners.

The ATT is managed by its Chief Executive and directors, under the strategic guidance of the Council.



Role Description

To contribute to improving the tax system to make it more efficient for all those affected by it - taxpayers, their advisers, and the authorities.

As a Technical Officer, you will be contributing to the work of the ATT's strategic goals by helping drive forward the ATT's technical work and increasing its reputation as a contributor to technical developments. You will be providing comprehensive guidance for our members and the public as well as working with HMRC and HMT to make the tax system better for all taxpayers



Key Accountabilities

- Driving forward the ATT's technical work and enhancing its reputation as a contributor to technical policy developments across the full range of taxes by working with its Technical Steering Group (TSG), VAT sub-group and various other committees.
- Help to support the operation of the TSG and the VAT sub-group, for example through contributing to the preparation of papers (including agendas), facilitating meetings and supporting the chair, maintaining Action Point trackers, recording the decisions taken at the meeting and following through the required actions. Where appropriate bring matters to the attention of TSG members.
- Drafting clear, well-structured responses to consultations across the full range of taxes and taking forward issues raised by TSG.
- Representing the Association in meetings with HMRC/HMT, the Office of Tax Simplification and other professional bodies. Circulating minutes where appropriate in a timely fashion to TSG. Taking forward action points from the meetings and seeking feedback from TSG and members as appropriate.
- Developing and maintaining positive and collaborative working relationships with all members of the technical teams of ATT, CIOT and LITRG.
- Researching and preparing reports on aspects of the tax system.
- Researching and writing technical copy for our website across the full range of taxes and areas of interest to our members. Actively managing the technical content of the ATT's website.
- Writing articles for the ATT Technical Newsletter, Accountancy Age, Tax Adviser, Employer Focus and other publications to required timescales.
- Reviewing and providing prompt and constructive comment on drafts prepared by other members of the ATT technical team.
- Highlighting non-tax-technical areas relevant to members such as cybersecurity, data protection etc. Where appropriate liaising with Professional Standards and providing technical support as requested.
- Presenting at ATT conferences, AAT/ATT Masterclass courses, Branch events and other events as appropriate.
- Appreciating and reflecting at all times the Association's charitable status and public benefit objectives.
- Highlighting relevant tax issues to the wider public through the preparation of Press Releases and preparation of material for the External Communications team.
- Contributing to raising the profile of the Association through social media including the ATT's Twitter and LinkedIn feeds.
- Contributing to, and reviewing issues arising on, HMRC's Agent Forum.
- Engaging with contributors and dealing with member queries. Making constructive use of feedback from members and contributors by bringing it to the appropriate forum/group.

- Contributing short summaries of work undertaken and areas of interest for the weekly members' newsletter and contributing to the monthly updates to ATT volunteers.
- Responding to technical queries from members.

Skills Needed to Fulfil the Role

- Have a good wide general understanding of current UK taxes and a detailed technical knowledge of one or more areas of tax.
- Be a highly organised person with considerable practical experience of tax work (at least 5 years) – this could have been gained in either the public or private sector.
- Have an understanding of and lively interest in current developments and significant changes in the tax landscape including HMRC's Making Tax Digital project.
- A commitment to help improve the tax system for the public and an understanding of current developments and future changes in the tax system that may have an impact on the public
- Have exceptional communication skills, both written and verbal and be able to gain credibility with stakeholders and trustees. Ability to put across ATT's views at various meetings including with HMRC/HMT, the OTS and Ministers.
- Experience of technical writing and an ability to write material for a range of different audiences, whether tax advisers, general public or the media, both national and trade press. Also, an aptitude for writing consultation responses, reports and other technical writing.
- Experience of developing presentations and presenting to large audiences on a variety of technical subjects both in person and online.
- Be able to work on their own and as part of a team.
- Be able to manage their time effectively and adhere to sometimes challenging deadlines, without loss of precision or accuracy.
- Be able to use standard Office products (Word, Excel, PowerPoint etc) efficiently and effectively.

Professional qualifications

- One or more of ATT, CTA, ICAEW, STEP or equivalents. (You will be expected to become a member of the ATT if you are not already)
- At least five years practical experience of tax work, at a level undertaken by typical CTA/ATT members.

Salary & Benefits Package

Salary & work arrangements

The salary for this role is circa £67,000 per annum, full-time, 35 hours per week (part-time will be considered). Remote working permanent role.

Pension

You will be automatically enrolled into the Aviva Group Pension Plan (9% 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 your 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 22 - 27 days depending on your length of service.

Optional Benefits

Aviva (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.

Healthshield 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' of 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 Association of Taxation Technicians 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 Renata Sandra-Toth at rsandra-toth@ciot.org.uk for advice.

The deadline for applications is 5 pm on 5 September 2022.

You can apply by submitting a covering letter and up to date CV via email to Renata, 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 our technical officers Helen Thornley (hthornley@att.org.uk) or Emma Rawson (erawson@att.org.uk) or by calling HR on 020 7340 0558. 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. This post will be resourced through a two-stage interview process.

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.

