**Role Profile**

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| **Job title:** | Decision Support Lead – VAT Advisory | **Level:** | | 3.2 |
| **Function:** | Finance | **Reporting to:** | | Greg Carroll |
| **About The Role** | | | | |
| Within the Financial Decision Support team, the VAT advisory lead provides in house guidance and expertise to optimise VAT related opportunities and decision making.  The role provides VAT advice to internal colleagues relating to company-wide strategic operations, as well as site specific real estate relate and other queries.  Working within a large portfolio and with varied service streams, this role provides an exciting opportunity to make notable positive impact with high visibility from executives. | | | | |
| **Key Responsibilities** | | | | |
| * Act as in house VAT subject matter expert. * Build network and relationships with key relevant contacts across the business and externally. * Provide technically sound, timely, proactive advice and resolution of queries. * Review, understand and enhance documentation of the operation of VAT across the different service streams, identifying risks, mitigations, opportunities and action planning as needed. * Advise on real estate activity: capital projects (heath and office facilities – new build and refurb – freehold and leasehold), property sales, freehold acquisitions and leasing activity. * Advise on non-site specific VAT issues: reviewing contracts for VAT purposes to ensure correct VAT treatment is applied, reviewing VAT operation for new structures or operational arrangements, operation of partial exemption calculation. * Opting to Tax – identifying opportunities to opt, evaluating impact on stakeholders (with FDS colleagues), comms with customer facing teams and providers, notifications to HMRC. * Own the relationship with external tax advisors. * Monitor legislation and assess impact of any potential changes and ensuring early/appropriate communication within the business. * Ensuring relevant internal teams are sufficiently informed on key aspects through comms and periodic training. * Manage the ongoing relationship between HMRC and NHS PS in respect of VAT issues, so that the desired risk status is achieved. * Collaborate with tax compliance team to prepare for VAT visits from HMRC. | | | | |
| **Knowledge, Skills and Experience** | | | | |
| **Experience** | | | **Capabilities (skills/behaviours)** | |
| * At least 3 years post qualification in accountancy (ACA/ACCA) and/or tax (CTA) working in a VAT advisory role. * Significant VAT experience advising on property transactions and partially exempt businesses would be useful. * Experience in practice and industry ideally. * Experience in NHS specific or public sector ideally. * Some experience of SDLT useful | | | * Deliver messages confidently and with authority. * Work proactively and on own initiative. * Organised and structured approach. * Clear communicator. Able to convey complex concepts clearly, taking into account the audience. * Strategic mindset. * Comfortable with numbers/analysis. * Key Microsoft Office applications | |
| **Knowledge** | | | **Qualifications** | |
| * To maintain up to date knowledge of VAT technical developments through relevant forums. * Knowledge of NHS real estate background (desirable) (COS 45 desirable) * SDLT knowledge desirable | | | * Ideally a Chartered Tax Adviser, though significant experience advising on VAT and property transactions is equally important. * Background is likely to be from the VAT consultancy team of a professional services firm or in-house VAT advisory. | |
| **Other information** (travel, hours) | | | | |
| Head office is available for use as desired, but colleagues make use of the Smarter Working policy allowing for flexibility in location.  Monthly team meetings to be attended in person, sometimes at other sites and ad hoc in person meetings will need to be attended where appropriate.  Commitment to supporting delivery of Company’s strategic goals and behaviours. | | | | |