

Job Description:   
Senior Manager, Indirect Tax

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| Function: | | | | | Transversal Functions – Regional Finance – Tax | | | | |
| Job: | | | | | Senior Indirect Tax Manager, UK&I | | | | |
| Position: | | | | | Senior Indirect Tax Manager, UK&I | | | | |
| Job holder: | | | | | TBC | | | | |
| Date (in job since): | | | | | TBC | | | | |
| Immediate manager  (N+1 Job title and name): | | | | | Tax Director, UK&I – Sharon O’Brien | | | | |
| Additional reporting line to: | | | | | n/a | | | | |
| Position location: | | | | | Salford | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | |
| To lead the UK & ROI Indirect Tax advisory support to the business to ensure compliance, minimise tax risk and support with on-going projects/queries on complex indirect topics. | | | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | |
| U&I Revenue FY21 | €tbcbn | Number of tax returns | | Direct Tax | | 60 returns | Value of tax payments | Direct Tax c.£30m | Direct Reports 1 | |
| Indirect Tax | | 116 returns | Indirect Tax c. £170m |
| Characteristics | | | * Contribute to the overall success of the tax team | | | | | | | |
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. | | | | | | | | | | |
| Tax Director UK&I  Add org chart  Senior Manager, Direct Tax and Compliance - UK&I  Senior Manager – Indirect Tax, UK&I  Tax Specialist, UK&I  Tax Specialist, UK&I | | | | | | | | | | |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Indirect tax advisory – recognized as the key contact in relation to Indirect tax advisory. * Minimize Indirect tax risk, through regular review deep dives and heath checks * Recognised as key member of Transversal Finance team * Relationships and reach – developing relationships with key internal stakeholders * Knowledge and skills – keeping up to date on technical tax matters / training and application to the role * Knowledge and skills – keeping up to date with business developments across Sodexo and incorporating this knowledge into the compliance process. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Lead business partnering with segments in relation to Indirect Tax; * Lead advice to the business on indirect tax issues in the UK, Ireland, Falkland Islands, Cyprus and any other terriory the UK region may need advise in relation to. * Indirect tax technical lead on complex advisory (Retail, Contracting Out in Healthcare & Education, M&A an cross-border issues), as well as supporting the Tax Director with on-going projects and ad hoc queries. * Maintain and manage annual programme of VAT healthchecks of the business including deep dives into specific topics, to ensure indirect tax risk is minimise and opportunities identified. * Final review and sign off of Sodexo Group VAT return and Sodexo Irelands VAT return. * Advisory support to the Tax Compliance team in relation to other indirect tax returns, such as CIS, RCT, Carrier Bag Levy etc. * Lead on indirect tax legislative change impacting the business, to ensure risk of error is minimise and change is effected in a timely manner. * Offer advise and be a key driver of improvement to processes and systems to improve the compliance process, supporting the Senior Manager – Tax Compliance and within the wider business. * Maintain, review and test the VAT SAO procedures and documentation * Manage internal controls as applicable to indirect tax. * Manage adhoc HMRC processes, such as clearance applications etc. * Prepare and manage the end to end process with the relevant tax authoirty of indirect tax disclosures. * Lead on tax authority audits, visits and queries on indirect tax * Suppot Tax Director with the UK Tax Strategy and Tax Policy in relation to Indirect Tax. * Effective relationship with Senior Manager, Direct Tax and Compliance to ensure supporting the Tax Compliance team and the wider business. * Evaluate the impact and review any potential indirect opportunities for the business. * Maintain and develop a good day to day relationship with Sodexo’s Customer Compliance Manager at HMRC and maintain a low risk profile. * Maintain good relationships with External Indirect advisors (primariliy to support identification of opportunities). |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Indirect tax advise to the business on complex indirect tax topics. * Develop and maintaining good relationships with the wider busines, including but not limited to Segment Finance Directors (and their teams), Group Tax and the Shared Service Centre in Porto. * Effective controls established and tracked to minimise errors and identify opportunities * Technically accurate work |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential   * Bachelor’s degree relevant subject, 2:1 minimum * CiOT qualified (preferred) * Big 4 public accounting firm training * Industry experience in multi-national organisations * Minimum 10 years of indirect tax experience * Excellent and up to date technical knowledge * Able to leverage technical knowledge (tax, accounting, plus software packages) * Strong communication and interpersonal skills and the confidence to deal with people at different levels throughout the UK & ROI business * Flexible, adaptable, proactive * Balance multiple projects, managing multiple demands, process simultaneously, keep on track * Continuous improvement in indirect tax processes   Desirable   * In depth experience and technical knowledge of VAT in retail, and in outsourcing in the healthcare and education sectors * In-depth knowledge of VAT return software * Big 4 / Top 10 public accounting firm training * Preparation and review of returns * Advanced Microsoft, SAP, HFM and general systems proficiency * Able to demonstrate practical process and system knowledge. * Irish indirect tax experience. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| 9. Management Approval – To be completed by document owner |
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