

# Job Description: Tax Specialist, UK&I

Function:	Transversal Functions – Regional Finance - Tax
Job:	Tax Specialist, UK&I
Position:	Tax Specialist, UK&I
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Senior Manager – Direct Tax and Compliance UK&I
Additional reporting line to:	N/A
Position location:	Salford

## 1. Purpose of the Job – State concisely the aim of the job.

- The job holder is responsible for production and submission of a range of tax returns and payments, including: UK and ROI Corporate Tax ; VAT; CIS; RCT and Intrastat.
- The job holder will support the tax team on ad hoc queries / projects

## 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.

UK&I Revenue FY21:	€tbcbn	Number of tax returns	Direct Tax	60 returns	Value of tax payments	Direct Tax	c.£30m	Direct Reports	nil
			Indirect Tax	116 returns		Indirect Tax	c. £170m		

Characteristics ▪ Contribute to the overall success of the tax team

## 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.

Senior Manager – Direct tax and  
Compliance

Tax Specialist

Tax Specialist

**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.

- Tax compliance – preparation, payment and submission of indirect and direct tax returns.
- Knowledge and skills – keeping up to date on technical tax matters / training applicable to the role
- Knowledge and skills – keeping up to date with business developments across Sodexo and incorporating this knowledge into the compliance process.
- Relationships and reach – developing relationships with key internal stakeholders (SBS Porto and R2Rs)

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Preparation of the UK & ROI non-complex corporate tax returns for all UK and ROI legal entities (not restricted to On Site Services).
- Preparation of the UK and ROI VAT returns for On Site Services and ROI Hub companies (share responsibility with Senior Tax Specialist).
- Preparation of tax disclosure notes for statutory accounts for all UK and ROI legal entities (not restricted to On Site Services).
- Preparation of monthly corporate tax journals and assisting with preparation of monthly, half-yearly and annual group reporting.
- Preparation of Intrastat, PSA, CIS, RCT, annual 46G returns, and Carrier Bag Levy.
- Liaison with other departments, such as AP, to resolve errors in relation to the Indirect returns above.
- Maintain up to date tax process notes.
- Delivery of PLC and CLC adherence day to day
- Maintaining the tax returns and payments calendar.
- Working with the Senior Tax Specialist and Senior Manager – Direct Tax and Compliance to update annual SAO documentation and testing programme.
- Undertaking and managing SAP user acceptance testing (bi-annual), and SAP UAT in relation to ad-hoc projects.
- Support to Senior Manager – Direct Tax & Compliance and Senior Manager- Indirect Tax, in relation to on-going queries / ad-hoc projects.
- Support tax team with any other compliance task as required.
- Keep up to date with tax technical developments for CPD and supporting the team in relation to the assessment of changes in legislation on Sodexo's business.

**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.

- Corporate tax, VAT, CIS, RCT, Intrastat, and other indirect tax returns – completed, submitted and paid on time and to the appropriate standard.
- No tax compliance penalties.
- Develop and maintain good relationships with the wider business and Shared Service Centre in Porto.
- Demonstration of increased tax technical knowledge and application.

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

#### Essential

- Bachelor's degree in relevant subject, 2:1 minimum
- Accountancy qualification (AAT/ACA/ACCA)
- CiOT qualified (preferred)

- Big 4 / Top10 public accounting firm training
- Minimum 3-5 years of direct tax experience
- Preparation of corporate tax returns
- 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
- Managing multiple demands, process simultaneously, keep on track
- Organised and methodical

### Desirable

- Knowledge of OneSource Direct and Indirect tax software
- Industry experience in multi-national organisations
- Advanced Microsoft, SAP, HFM and general systems proficiency
- Able to demonstrate practical process and system knowledge.
- Irish tax knowledge

### 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

• Technical and professional proficiency	• Being resilient
• Ensure accountability	• Collaborates
• Communicates efficiently	• Nimble learning

### 9. Management Approval – To be completed by document owner

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Document Owner	Sharon O'Brien, Tax Director UK&I		