|  |  |  |
| --- | --- | --- |
| **Role Title** | Financial Manager: Tax & Accounting | |
| **Business Area** | Finance | |
| **Team** | Financial Accounting | |
| **Reports to** | Financial Tax & Treasury Manager | |
|  | | |
| **Role Purpose** | The Financial Manager: Tax & Accounting purpose is managing the accounting for Sales Financing Agreements and entities investments. Whilst supervising the Tax Financial Accountant , coordinate Tax and VAT reporting, and deputise for Financial Tax & Treasury Manager in the area of Tax and VAT. | |
|  | | |
| **Key Responsibilities** |  | |
| 1. | **Sales Financing Agreements Accounting**: Manage and account for Financing arrangements between Rigby Capital, SCC UK PLC and our Customers (Bill & Collect, SPA’s, Settlement). Collate and store agreements, align with the wider business and Rigby capital to ensure billing cycle is correct and contracts are closed out accurately, ensuring all discrepancies are investigated / resolved and monthly reconciliations completed. | |
| 2. | **Investment Accounting:** Manage the accounting and reconciliations for SCC UK PLC investments. | |
| 3. | **ONS:** Manage external statistical regulatory reporting, monthly, quarterly and annual surveys. | |
| 4. | **Corporation Tax Packs:** Produce monthly analysis & reports ready to collate into the quarterly Corporation Tax packs to be sent to Group Tax team. Ensure the monthly Corporation tax accrual is posted and the provision adequate. Work with the Group Tax team in the production of the annual corporation tax return providing any support requested and resolving all queries. | |
| 5. | **Supervise:** Tax Financial Accountant | |
| 6. | **PSA Accounting:** Manage, audit and validate monthly PSA reports produced by Tax Financial Accountant ready to collate into the annual PSA return and ensure the provision held is adequate and accounted for. Develop relationships with key individuals who feed into the PSA process | |
| 7. | **VAT:** Manage the preparation, analysis and production of the: (a) UK Group VAT Returns, (b) Netherlands VAT return and (c) Irish VAT return. Ensure the accounting, analysis, reporting and reconciliations are completed monthly by the Tax Financial Accountant. Review, audit and validate there work to ensure compliance with VAT legislation and SCC VAT/GST strategy / policy and work with the wider business to make any corrections to transactions where needed. | |
| 8. | **Tax & VAT Business Liaison:** Alongside the Financial Tax & Treasury Manager communicate with and advise the commercial teams & wider business on Tax and VAT governance updates, their implications and address any business queries on this area. | |
| 9. | **Standard operating procedures:** Document and maintain all SOP’s for your area of responsibility ensuring all business process are captured and controls noted**.** | |
| 10. | **Audit Support:** Prepare audit schedules related to VAT, Tax, investments and Sales finance agreements and assist auditors in their inquiries. | |
| 11. | **Project Support**: Provide cover for the Financial Tax Accountant and Undertake Ad-hoc projects as and when required. | |
| Person Specification | | |
| 1. | | Recognised accounting qualification (e ACCA, ACA, > Specialist tax modules completed or CTA qualification) is a necessity |
| 2. | | Proven experience in financial accounting, with a focus of Tax and VAT. |
| 3. | | Proficient in using financial systems (Excel) and tools for efficient financial analysis purposes. Familiarity with financial reporting systems, including experience with Cognos Controller, TM1 and Microsoft D365. |
| 4. | | Excellent communication skills with the ability to work closely with cross-functional teams. Demonstrated experience liaising with non-finance diverse team members |
| 5. | | Strong analytical abilities with a proven track record in variance analysis, financial reporting and problem-solving skills, with the ability to provide governance and assurance around Tax and VAT |
| 6. | | Demonstrated ability to adapt to changing priorities, take initiative in process improvements, and work collaboratively in a dynamic environment. Proven ability to support and contribute to the development of financial reporting systems. |

|  |  |  |
| --- | --- | --- |
| Key  Competencies |  | Level |
| 1. | Business Acumen | 2 |
| 2 | Continuous Improvement | 2 |
| 3. | Communication Skills | 2 |
| 4. | Process Management | 2 |
| 5. | Stakeholder Relationship Management | 2 |
| 6. | Quality Ownership | 2 |

|  |  |  |
| --- | --- | --- |
| Management  Competencies |  | Level |
| 1. | Leading, Developing and Managing People | 2 |
| 2 | Problem Solving and Decision Making | 2 |
| 3. | Influencing Others | 2 |
| 4. | Embracing the need for change | 2 |
| 5. | Thinking & Acting Strategically | 2 |
| 6. | Planning & Analysis | 2 |
| 7. | Performance Management | 2 |
| 8. | Employee Experience | 2 |
| 9. | Resourcing | 2 |
| 10. | Competency Assessment | 2 |

|  |  |  |
| --- | --- | --- |
| Value Behaviours |  | Level |
| 1. | Responsibility | 2 |
| 2. | Passion | 2 |
| 3. | Customer First | 2 |
| 4. | Agility | 2 |
| 5. | Family | 2 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Description | Approved by | Date |
| 1.0 | October 2024 | Original |  |  |