

Role profile

Role title	Group VAT Accountant
Department and directorate	Finance
Grade	Grade 4 (Market Rate)
Reports to (job title)	Group Financial Controller
Direct reports (job titles)	N/A

Job Overview– purpose of the role

*Describe as concisely as possible the overall purpose of the job and what success looks like. **Please limit this to a maximum of four or five sentences***

- Ensures that the BMA Group (BMA and BMJPG) appropriately accounts for and meets their statutory VAT (and GST) filing obligations worldwide.
- The key objective is to ensure that tax is calculated, accounted for and paid at the correct time.

Duties and Responsibilities

What are the core duties/responsibilities required to be performed in the role. (e.g., to provide a full range of administrative support services to the department including x,y,z)

Please provide a bullet point list

To perform the following core responsibilities

- Responsible for submission of accurate and timely statutory VAT returns (and international equivalents) for the Group.
- Prepare balance sheet reconciliations on a regular basis that supports the VAT return submission.
- Undertake annual reviews of the VAT position, including any exemptions applied during the year.
- Proactively ensure that the finance systems and internal processes across the Group are compliant with the required tax legislation and remain alert to any future changes.
- Proactively manage the relationship with external advisors and HMRC answering requests, seeking advice and communicating any issues and/or solutions on a timely basis.
- Liaise with Group Auditors, providing support and information for financial audits, preparation of financial statements and other requests.
- Responsible for other statutory compliance reporting as deemed necessary.
- Compile and communicate appropriate tax guidance and training wherever needed within the group (finance and senior stakeholders in other directorates), liaising with external advisors as necessary.
- Other tasks will include monitoring and collating electronic services into EU countries, monitoring and collating supplies of physical goods into the EU for distance selling regulations, reporting monthly EU supply data of services and goods to businesses in the EU (EC Sales Lists) and reporting monthly data of higher values of EU sales data (goods).
- Organise and lead quarterly VAT Group meetings.

Skill (level and breadth of application)

What relevant experience is necessary to undertake this role? What specialist, technical or professional qualifications are required to be able to perform the job?

How far does the role extend out across the organisation, eg confined to own team, involves co-ordination with another department or requires regular negotiation with many other parts of the organisation. Why is this necessary? Describe the range of issues that are involved in this, eg resolving people's IT problems, collecting information on key research items or advising members on a particular issue.

- Qualified CCAB accountant with significant experience in VAT within a commercial organisation.
- Previous experience of working in a VAT compliance role
- Knowledge of applying VAT law and how it affects trade unions and corporations
- IT Literate with intermediate excel skills
- Knowledge and understanding of UK, EU and rest of world VAT compliance issues
- Relationship building skills – able to deal with people at all levels.
- Effective planning and organising skills – able to work to deadlines
- Good communications skills – both written and oral
- Attention to detail
- High level of accuracy
- Excellent numeracy skills
- Data analysis skills

Intellectual demands (complexity and challenge)

What sorts of problems, situations or issues are typically dealt with? Give any illustrative examples. How are the problems, situations or issues dealt with (eg undertaking original research and analysis or seeking specialist advice)?

To what extent are standard procedures and processes followed when undertaking typical tasks, and how is personal initiative used when solving problems? To what extent is creativity used in solving the problems (eg adopting different approaches, trying things that have not been done before within the organisation or improving/changing previous approaches).

- . Ensure completeness and accuracy of data capture for VAT purposes, exploring any anomalous or incomplete data and taking action to correct it.
- Where data errors occur, liaise with the relevant parties to ensure future transactions are compliant
- Research and application of findings to ensure VAT treatment is correct
- Providing non-finance managers with insight, creativity and support whilst new business proposals are developed for proposed new income streams and investment within the BMA Group.
- Be able to understand the impact of decisions on systems, resources and VAT and work to ensure the successful implementation of required changes.
- Understanding of and proactively embedding evidence-based decision making.
- Ability to present information that is insightful and leads to better management decisions.

Judgement (independence and level and impact limitations)

What are the typical decisions that are made in the job without reference to any higher authority? What informs/constrains the decisions (eg expenditure limits, have to follow clearly laid down procedures or working within broad objectives). What influence upon policy, procedures or resources is there (eg giving advice to others)?

Who (or what) is next to be affected by the decisions that are made – for example, supervisor sees them before they leave the team or the whole department sees and has to respond to the change that is made. Give typical example(s) of the consequences of the decisions (eg what impact does the decision-making have on the performance of the team/section/department/organisation)?

Judgement (independence and level and impact limitations)

- The post holder will be the primary point of contact for all queries regarding VAT and the accounting of VAT within the Group.
- Their judgement and expertise will influence decision making, setting of targets and achievement of financial performance. Prior to making a judgement, external expertise will be sought, rationalised and applied as required.
- They have the autonomy to make decisions for themselves provided they comply with the current processes and procedures. They will be expected to consult with the Finance Directors in the Group.
- Responsibility for prioritising and planning their own time to ensure deadlines are met
- Typical autonomous actions include making entries to the finance system in accordance with VAT and accounting regulations and presentation of actions to be discussed with the Group Financial Controller.
- Overall, any aspect of the business could potentially be affected by the decisions and actions taken by the VAT section. These are communicated to the relevant person(s) within the organisation such as Sales Managers if VAT rates have changed or Order2Cash Manager if a transaction was misreported and subsequently needed to be adjusted.
- Decision that affects the business shall not be taken without prior notification / consultation / agreement with the Group Financial Controller.

Use of resources (supervision of resources and influence)

What responsibility is there for managing people, equipment, budgets, resources, customer's welfare or confidential information? If this is a staff management role describe what is involved, eg staff reporting, staff development, appraisal, leading a department or the allocation of work.

How does the role fit within the organisation, eg support role, team member, team leader, specialist policy adviser, or leading major areas of core business?

- The role holder will work across the Group to ensure that VAT (and GST) obligations are accounted for and reported through statutory returns.
- The post will be supported by members of the finance teams in the Group.

Communication (level, internal and external demands and significance)

*What people are typically contacted (regardless of the medium) **inside** the Association, eg immediate colleagues, senior managers or administrators? Committee members are the only members classed as internal communication. Normal non-committee membership and doctors are external (see below)*

*Who is in regular contact with the role holder **outside** of the Association, eg members who are not committee members, suppliers, members of the public? Approximately what percentage of the time is spent on external communications?*

What is the purpose of these contacts, eg conveying information, gathering data?

- Will have contact with any BMA / BMJ members of staff who are involved in sales and purchases.
- The role works predominately with internal colleagues but would have regular contact with both external and internal auditors/business consultants as necessary. Engagement with external suppliers to ensure products/services meet the needs of the BMA.
- Advanced inter-personal skills are required to gain clear agreement and commitment from others through discussion, negotiating and navigating challenge from others.
- Needs to have the presence/gravitas to presents with skill and confidence to influence change.

Physical demands & coordination (physical effort and mental strain)

Are there any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration?

- The role requires long periods of VDU use
- High levels of concentration

Working conditions and emotional demands)

What are the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these?

- The role is conducted both working from home and within an open plan office environment

Values and behaviours

The post-holder is expected to execute their role in line with our four organisational values.

The following examples illustrate how we are using our values to inform how we act:

We Campaign, Organise and Represent

- We win positive changes at work and in wider society
- We are the trusted collective voice of our profession, seeking progress for doctors, medical students, our patients and populations

We are accountable and member-led

- Our representatives and staff work in partnership for and on behalf of our members
- We are open and democratic

We are expert and trusted

- We grow professional communities of practice to provide credible information, guidance and support
- We use our influence to champion advancement, innovation and professional development for the benefit of health and society

We find strength in unity and celebrate our diversity

- We seek to be fair and just, and foster respectful discussion of our differing (potentially conflicting) perspectives and contributions
- We fight prejudice and discrimination of all kinds
- We are committed to creating a culture that is inclusive of all members and staff
- We extend solidarity to each other and other groups

Sign-off

Manager:

Date:

Role holder:

Date: