

# Senior Tax Planning Specialists in Charities, Assets and Residence

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## Job Profile

### What you will be doing

Working in a team of technical specialists, you will provide high quality, technical advice and support to operational colleagues, agents and the public on complex issues. You will work with lawyers in progressing litigation cases and provide evidence based technical input and support to policy design and drafting legislation. You will also have the opportunity to improve existing guidance as well as write comprehensive guidance on wide ranging new legislation. This fascinating role is challenging and demands exceptional technical ability.

Alternatively, you will be working as part of a multi-disciplinary and multi-grade team where you will be a key contributor to the identification of risk in Trust returns. You will develop and understand the commercial issues that impinge on your customers and how this affects tax compliance. Within a supportive team environment, you will examine returns, identifying significant risks and establishing what further information is required. Key areas of work may include any or all of the following:

- ✓ Working of resultant and legacy issues by correspondence, telephone, meetings including liaison with other parts of HMRC, external advisors and the customer.
- ✓ Working with HMRC's specialists in areas such as Capital Gains Tax and Inheritance Tax avoidance to progress enquiries.
- ✓ Drafting of technical letters and negotiating agreed outcomes with customers and/or their representatives.

## About You

### Requirements

You must be CTA, CCAB qualified, Tax lawyers or have AIIT (including paper 4) with in-depth post qualification experience in Capital Gains Tax or Inheritance Tax or the taxation of Trusts.

You will show clear strength in the following key competence areas:

#### Understanding Context & Change

- ✓ You think strategically, looking beyond the immediate factors that impact on your work.
- ✓ You take an interest in the wider HMRC strategy - making sense of it and applying it to your thinking about how your area and role might be changing.
- ✓ You think ahead, looking out for developments in policy, your operating environment, issues that affect our business, and consider how they relate to your work.
- ✓ You convey a corporate message consistently and in ways that are meaningful and useful to customers, colleagues and others.

#### Understanding Customer Needs

- ✓ You know who your own customers are, and can define how your job and work area delivers to them.
- ✓ You build effective working relationships with internal/external customers which involves listening, openness, responsiveness and a commitment to follow through; you present a positive image to the customer and inspire their confidence in the relationship.
- ✓ You look for improvements in ways to meet customer needs, and you develop your own and others ideas for these.
- ✓ You consider the customer perspective when making changes and take steps to build the customer interests into new developments.

### Working With & Through Others

- ✓ When you negotiate you seek a “win-win” result with sustainable and supported outcomes – pressing your case, making concessions and looking for common ground/shared goals.
- ✓ You are skilled in organising meetings to be productive working events – you are able to focus, structure and facilitate groups working together, for example to reach clear decisions, high levels of engagement, creative outputs.
- ✓ You communicate complex messages in clear and meaningful ways.
- ✓ You use personal presentation skills and styles to suit the occasion and audience. You are aware of the impact and you encourage 2-way communication, checking for understanding and reception.

### Professionalism and Responsibility

- ✓ You take a professional corporate responsibility for ensuring that the necessary connections and understandings are made across the breadth of the organisation, informing and advising decision makers.
- ✓ You take a share of the responsibility for achieving the corporate, collective goals and targets the organisation is working towards.
- ✓ You maintain a focus on what is important, particularly when short-term pressures compete with strategic objectives.
- ✓ You plan ahead and look for opportunities to advance the strategy, anticipating challenges and risks.

### Locations

Vacancies are available in Nottingham and Solihull. The Solihull vacancy will initially be based in Stratford-upon-Avon and will move to our Solihull office in the next six months.

### Salary

Pay and grading in HMRC is based upon broad pay bands. External candidates will start on the minimum of the pay range as detailed below. Higher Starting Pay is not guaranteed and is only available to exceptional candidates with the relevant skills, qualifications and experience. Candidates who already work for HMRC, and staff from other Government Departments, will be paid in-line with HMRC rules for pay on transfer or promotion.

£42,586 - £52,610 National (pay award pending). Flexible starting pay is available across the pay range shown in-line with qualifications, knowledge and skills.