

# JOB DESCRIPTION



<b>Job Title:</b> Tax Manager
<b>Department:</b> Finance and Procurement
<b>Faculty/Professional Service:</b> Central Service
<b>Location:</b> London (Hybrid)
<b>Reports to:</b> Deputy Finance Director
<b>Full Time/Part Time/Casual:</b> Full-time
<b>Grade:</b> Grade 7
<b>Overall Purpose of the job:</b> The Tax Manager will take a leading role at LSHTM in developing, promoting and implementing a clear tax strategy.  As a charity with commercial activities and a VAT partial-exemption special method, key objectives of this role will be to minimise the irrecoverable VAT whilst also ensuring compliance with VAT and Corporation Tax reporting requirements in the UK and internationally; and ensuring sales tax on LSHTM's education activities is correctly charged.  The Tax Manager will develop and maintain strong relationships with senior staff across the School in order to increase and maintain awareness of the implications of changes to activities and legislation on tax reporting and compliance. These relationships will be supported through provision of advice, guidance and the development and leadership of training as needed.

## General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

## Our Values

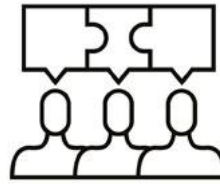
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## FACULTY/DEPARTMENT INFORMATION

This role sits within the Finance and Procurement Department and will work closely with a number of departmental colleagues including Accounts Payable, Accounts Receivable, Procurement, the Finance Accountant and the Deputy Finance Director to support and advise on tax matters.

In addition post holder will work with other Professional Services and Faculty colleagues to provide guidance and recommendation on tax implications related to their activities, including those with the main education administration teams at LSHTM.

### Main Duties and Responsibilities

#### Tax strategy

- Develop, implement and communicate a tax strategy, with particular focus on online education, ensuring LSHTM charges and pays VAT/GST in countries in which this is required.
- Prepare tax analyses and plans in the early stages of a range of projects (new activities, spin out activities and changes to legislation in the UK and overseas) across the School, providing advice and guidance to senior management on tax, risk and compliance matters.
- Advise on potential tax implications resulting from capital projects, ensuring that the risks and opportunities are fully understood and considered.
- Review and update LSHTM's partial exemption methodology to maximise VAT recovered whilst ensuring compliance.
- Maximise available reliefs and exemptions and incentives in order to improve the School's tax position, where possible, in all aspects of its activities.

### **Compliance, reporting and controls**

- Ensure LSHTM and its subsidiaries' VAT and corporate tax matters are compliant with current legislation and propose changes in preparation for expected future legislation.
- Prepare and submit VAT and Corporation Tax returns for LSHTM and its subsidiaries, including relevant supporting calculations.
- Liaise with advisors and the tax authorities as necessary.
- Register LSHTM with overseas tax authorities, as needed to meet online education sales tax requirements, ensuring that LSHTM's students and LSHTM pay the appropriate VAT/GST in the relevant countries.
- Work with HR and Payroll colleagues to assess Permanent Establishment obligations as they arise and propose appropriate actions.
- Review internal controls to confirm they are adequate to ensure tax compliance across LSHTM.
- Develop, implement and refine any tax-related processes to ensure accurate and timely tax reporting.
- Lead on any VAT and tax compliance audits.
- Liaise with the Finance System team to ensure tax is considered as part of any changes and development.

### **Imports/exports**

- Provide advice and guidance on VAT and Customs Duty issues and queries relating to imports and exports, investigating whether VAT relief can be obtained and applying it as appropriate
- Correspond with suppliers, freight companies and HMRC as required.

### **Stakeholder engagement and awareness**

- Develop an awareness and understanding of tax issues across senior management and colleagues.
- Develop good working relationships with HMRC to ensure there is a constructive and productive relationship.
- Manage the use of external tax advisors with regard to indirect taxes and Corporation Tax to maximise the value for money and ensure they meet LSHTM's business needs.
- Develop, produce and maintain easy to understand internal VAT and tax guidance documents.
- Develop and deliver tax training (including associated materials), updating information on the intranet, to improve the awareness of tax matters at all levels across the LSHTM.
- Provide training and resources to Finance staff to enable them to fulfil their responsibilities with regard to taxation.
- Act as a business partner to staff in the Faculties and Professional Services, staying aware of changes in LSHTM's activities so as to provide advice on any tax considerations.

### **Additional Information**

- Undertake continuing personal and professional development, including relevant training and development activities to develop yourself and support the development of others.

- Stay aware of tax developments within the sector and communicate to appropriate stakeholders.
- Develop relationships and contacts across the British Universities Finance Directors Group (BUFDG) tax network.
- Undertake ad hoc projects as and when required.

### Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

**This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).**

## PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Professional qualification (ideally CTA) or relevant tax experience</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Substantial experience providing tax advice in a large and complex organisation (preferably with partial exemption arrangement) or in practice.</li> <li>Liaising with HMRC.</li> <li>Influencing senior management and colleagues.</li> <li>Using judgement, initiative and creativity to identify and solve complex problems</li> <li>Taking responsibility and ownership of projects and delivering to deadlines</li> <li>Working in an organisation with complex structures and competing demands.</li> </ul>	E E E E E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Extensive knowledge of UK VAT and Corporation Tax legislation.</li> <li>Knowledge of international VAT/GST legislation</li> <li>Significant level of Financial System experience, preferably TechnologyOne.</li> <li>Proven ability to interpret and apply tax laws to real-world scenarios, particularly involving cross-border transactions.</li> </ul>	E D E E
<b>General</b>	<ul style="list-style-type: none"> <li>The ability to use judgement, initiative and creativity to identify and solve complex problems</li> <li>Excellent written and verbal communicator including of complex technical matters to non-technical experts.</li> <li>Able to conduct independent research, analyse data and produce reliable conclusions, recommendations, and plans of action.</li> <li>Excellent organisational and planning skills including proven ability to organise and prioritise workload, work efficiently and meet tight deadlines</li> <li>Commitment to School's policy of equal opportunities and the ability and desire to work harmoniously with colleagues and students of all cultures and background</li> <li>Advanced Excel experience and skills (pivot tables, lookups etc)</li> </ul>	E E E E E E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Mar 2025

## **Salary and Conditions of Appointment**

The post is permanent and full-time 35 hours per week, 1 FTE. The salary will be on the Professional Services salary scale, Grade 7 scale in the range £52,581 - £60,191 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

## **Application Process**

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

## **Asylum and Immigration Statement**

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the

right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).