



## Job Description

**Job Title:** Tax Adviser

**Location:** Edinburgh Park

**Reporting to:** Group Tax Manager

**Grade:** ungraded

### Overview

The individual will be a key member of the Group Tax team working on the tax compliance for a multi-national group operating in 36 countries. They will report to the Group Tax Manager. An important part of the role will also be to provide support in relation to a number of the group's global tax compliance requirements such as the preparation of annual transfer pricing documentation and the "country by country report".

### Main accountabilities include:

Tax:

- Preparation of UK tax computations and returns for the group. The role will involve supporting the team to ensure an accurate and efficient tax compliance process.
- Working alongside other members of the Group Tax Team to prepare the current and deferred tax provisions for the group annual report and the statutory accounts of the subsidiaries.
- Preparation of group tax forecasts on a regular basis and assisting with the tax aspects of financial reporting to the markets.
- Preparation of the group transfer pricing procedures and compliance with "country by country reporting" requirements.
- Assisting with ad-hoc corporate, VAT, employment tax and stamp taxes queries.
- Supporting with monitoring of tax governance, controls and procedures across the group.
- Undertaking tax technical research as required.
- As the group operates in 36 different countries throughout the world, the role offers the individual the chance to support on ad-hoc tax queries and develop knowledge and experience of international taxes.

### Qualifications and Experience:

#### Essential Skills/Experience

- Experience at associate/senior associate grade of preparing UK corporate tax computations using specialist tax software.
- Tax accounting experience.
- Good communication skills and the ability to work as part of a team.

#### Preferred Skills/Experience/Qualifications

- Qualified accountant and/or tax adviser.
- Understanding of tax governance processes that impact a large multi-national group.
- Experience in preparing, or advising on the preparation of, transfer pricing documentation and "country by country reports".