

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Compliance Officer (Criminal Finances Act) Manager

**Accountable to:** International Tax Accountant

**Contract Length:** 1 year Fixed Term

**Hours per week/FTE:** 35

**Weeks per year:** 52

**Salary:** £37,265 – 44,708

**Grade:** 5

**College/Service:** Central Finance

**Location:** Granary Building, Kings Cross

### **Purpose of Role:**

To lead on the provision of a professional tax compliance advisory service to staff and students across the University with respect to the Criminal Finances Act 2017, IR35 and other legislative requirements as required by the tax team within Finance. Lead in the development of suitable policies and procedures to support the requirements for compliance under the Criminal Finances Act 2017 giving clear and timely advice to staff at all levels across the University. Responsible for ensuring guidance notes, training materials, are up-to-date and reflect current legislative requirements where applicable. Develop and deliver formal training to staff across UAL in relation to the Criminal Finances Act 2017

### **Duties and Responsibilities**

- To lead on the provision of a professional compliance advisory service to staff and students across the University with respect to the Criminal Finances Act 2017, IR35 and other legislative requirements as required by the tax team.
- To lead in the development, implementation and management of suitable policies and procedures to support the requirements for compliance under the Criminal Finances Act 2017, IR35 and other legislative requirements as required by the tax team, ensuring that the policies and procedures are made available across the University.
- Responsible for carrying out a risk assessment to identify the areas of risk where the University may have people acting for or on behalf of the university and to ensure compliance with the Criminal Finances Act 2017.
- Responsible for establishing the appropriateness of the existing internal controls within any areas of risk identified by the risk assessment and to establish whether any additional controls/monitoring need to be put in place so that a plan of action to implement any changes can be completed.
- Responsible for carrying out ongoing monitoring and review of the policies and procedures and the risk assessment to ensure continuous compliance with the Criminal Finances Act 2017.
- Responsible for identifying training needs of staff in relation to the Criminal Finances Act 2017, IR35 and other legislative requirements and for developing suitable training materials and other guidance to supporting staff development. Proactively raise the profile of compliance within the University through active networking with colleagues at all levels. Create and deliver structured training on the Criminal Finances Act, IR35 and other legislative requirements as required.
- To maintain and develop specialist knowledge in relation to the Criminal Finances Act 2017, IR35 and other legislative requirements as required by the tax team, and to ensure the ability to provide advice on the Criminal Finances Act 2017, IR35 and other legislative requirements required by the tax team, to staff across UAL.
- Responsible for responding to questions from staff at all levels throughout the University by working collaboratively, providing clear and appropriate guidance (both orally and in writing), explaining technical matters relating to the Criminal Finances Act 2017, IR35 and other legislative requirements in a way that non finance staff can understand.
- To ensure advice is in accordance with relevant legislation and also with financial procedures and to work collaboratively with other teams in finance to ensure the client receives a rounded response by developing suitable policies and procedures where needed to support the advice given.

- To provide detailed specialist advice to senior Business Managers across UAL on matters relating to the Criminal Finances Act, IR35 and other legislative requirements of planned activities. To work with them to structure suitable strategies to meet developing operational needs while ensuring tax risks are managed effectively and that UAL is compliant for tax purposes
- To manage effectively the caseload of queries received ensuring a timely response to staff raising queries and to put in place suitable systems and procedures to enable effective monitoring of progress to completion with a suitable audit trail maintained for future reference.
- To undertake complex and detailed analysis of information from ABW and other sources, using advanced spreadsheet skills, to ensure information for use in regular and/or ad hoc reports to the Associate Director of Finance – Capital Projects, Expenditure and Tax is robust and accurate. Analysis to include application of expert knowledge in relation to legislation, including the Criminal Finances Act 2017, IR35, to identify any issues with the source data and to rectify them for the purposes of reporting, as well as instigating follow up action to put in place suitable policies and procedures for the future so that errors are minimised.
- To develop and maintain professional relationships internally with staff at all levels and externally, for example, with our tax advisors KPMG and Cobia to ensure specialist compliance knowledge remains up-to-date. Providing effective liaison with both internal and external contacts to resolve specific compliance queries in a timely fashion.
- Develop and maintain tax compliance guidance on the finance intranet, updating as requirements change from time to time and ensuring changes are communicated to key staff who need to be aware of them.
- To undertake ad hoc exercises as directed to review specific transactions for compliance with UAL financial procedures and relevant tax reporting requirements.
- To provide a customer focused and professional service and to deal with any difficult customers, calmly and tactfully, seeking to resolve any issues arising in an appropriate and timely fashion
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

**Specific Management Responsibilities****Budgets:** N/A**Staff :** None**Other** (e.g. accommodation; equipment): N/A

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Person Specification**

Specialist Knowledge/ Qualifications	Fully or part qualified accountant Extensive and detailed knowledge of legislation in the UK including the Criminal Finances Act 2017. Sound knowledge of UK financial reporting standards and their application Good knowledge of financial reporting systems with specific knowledge of ABW desirable Excellent communication skills, both written and oral, with proven ability to explain complex technical information in a way that non finance staff can understand Excellent IT skills including Microsoft Office, e-mail, ABW, web/internet, electronic diary
Relevant Experience	Proven experience of providing complex/specialist advice to non-technical staff in a way that can be clearly understood Experienced in undertaking complex data analysis Experience of creating and introducing policies and procedures Proven experience in a customer facing role Practical experience of financial reporting systems
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	

	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria