

Accreditations Manager (Accountant) Job Description and Person Specification

About the Opportunity

We are excited to announce a new role in the Fair Tax Foundation's growing team. We are seeking a chartered accountant (or equivalently trained and experienced), with experience in corporate taxes and financial reporting, to join our team accrediting companies for the Fair Tax Mark – the gold standard of responsible tax conduct.

You will work with corporate clients of all shapes and sizes, including listed multinationals from around the world. You will assess their tax conduct based on financial records, tax reconciliations, group structures, ownership and control, to produce reports and recommend the actions necessary to achieve Fair Tax Mark accreditation. You will also have lots of opportunities for related work that meets your skills, interests, and professional development goals: such as, research, travel, writing content (e.g. blogs, articles), media, networking, webinars, public speaking, and other specialised projects.

About Us

The Fair Tax Foundation is a values-driven organisation and a not-for-profit social enterprise. We run the Fair Tax Mark accreditation scheme, which seeks to encourage and recognise businesses that are open, honest, and transparent about their operations and taxes – and which pay the right amount of corporation tax, at the right time, and in the right places.

We have developed a unique set of Standards to assess the public financial information of organisations. The businesses that achieve a passing score in their assessments are awarded a Fair Tax Mark accreditation – and this is used to proudly declare that the organisation has good tax conduct and tax transparency, and understands the importance of paying a fair rate of corporation tax. A Fair Tax Global Multinational Business Standard was launched in 2021, enabling multinationals headquartered outside of the UK to be accredited for the first time. Companies have now been certified in Denmark, Italy, Germany, the Netherlands and Sweden.

Some one hundred parent companies and 250 distinct trading businesses are currently Fair Tax Mark accredited, who between them employ over 250,000 and contribute more than US\$1.5bn in corporation tax annually.

About the Job

You will be a vital part of our accreditation team, guiding existing and new clients through the accreditation process. You will liaise with clients; ensure we have the required

information to complete an assessment; review financial records and other published information against our criteria; and provide advice on how their financial and tax reporting could be improved.

Success in this role will require you to deal professionally and efficiently with our clients, and to be highly competent in reviewing tax disclosures and narratives, and the accounts in general, of a wide variety of businesses. Nudging and cajoling our clients toward even better best practice is a core part of the role.

About the Candidate

We are seeking a candidate with experience preparing financial statements; who is comfortable reading, reviewing and understanding a wide variety of annual reports and financial statements; and who is confident in preparing tax reconciliations and understanding deferred taxes. Ideally, they would be ACA/ACCA qualified, and must be highly numerate, with excellent attention to detail. The candidate will need to be a confident and skilled communicator, able to deal professionally with clients and business enquiries.

Location

We would prefer the post-holder to work in the Fair Tax Foundation's office in Manchester city centre: Holyoake House, Hanover Street, Manchester, UK, M60 0AS.

However, we are also open to hybrid or remote working for the right candidate, but the place of work for this role must be in the UK.

Terms, Salary and Benefits

- Salary: £35,000 to 40,000, depending on experience.
- Hours: 37.5 hours per week, though we will consider part-time applications.
- Annual leave: 30 days holiday, plus bank holidays.
- Employer pension contributions: 8%.
- Training: predominantly in-house, though we will source external training where necessary.
- Probationary period: 6 months.
- We are open to flexible working practices.

Areas of Responsibility

- Act as the first response to enquiries from new businesses, explaining the Fair Tax Mark accreditation processes and standards.
- Ensure the timely collection of the required materials from clients, which are needed to complete a Fair Tax Mark assessment.
- Analyse and review financial information (accounts, tax notes and other materials) against the Fair Tax Mark standards.

- Complete Scorecards for our clients that explain how they have performed, what improvements are required, and why they are needed.
- Assist clients with the process of implementing improvements, both during assessment period and between assessments.
- Help collate queries and feedback needed to improve accreditation and re-accreditation processes.
- Help maintain the Fair Tax Foundation's internal client management and information management systems.
- Other tasks and projects that meet your skills or professional development goals, for example, media work or research.
- Any other tasks as necessary to support accreditations, and the Foundation's wider activities.
- Reporting to the Head of the department with updates and reports as required.

Person Specifications

- Accountant (preferably ACA or ACCA qualified) with significant (4+ years) equivalent practice and business experience.
- Highly competent with financial reporting, especially in relation to tax and deferred tax.
- Efficient at understanding complex corporate structures with the ability to trace ownership and control back to its ultimate source.
- Ability to liaise with business clients in a confident and professional manner.
- Excellent self-organisational skills: ability to meet deadlines; multi-task and prioritise; manage own workload and work on own initiative.
- Strong attention to detail.
- Strong verbal and written communication skills.
- High level of proficiency with Microsoft software packages, including Word and Excel.
- Ethical values aligned to the cause of tax justice.
- Ability to be flexible and to occasionally travel and work outside normal office hours.