

The Purpose of your role in Our Co-op

As the Tax Manager you will be key to our finance team and the wider operations of our co-op. Our organisation engages in a diverse range of business operations which creates an exciting and challenging environment with exposure to many different aspects of both direct and indirect taxes. You will be responsible for various aspects of our co-op and related Group company tax matters.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in our collective vision to be the best at what we do in the East of England.

The Team you are joining

The Finance Team, manages the overall financial position of our society, ensuring our purchase and sales ledgers are maintained and controlling our bank and treasury position. We also report and plan on our financial performance, producing management accounts and insights to help the business understand our performance and make informed decisions, and engaging with colleagues to create our annual business plan and quarterly forecasts.

Your reporting lines

Location: Wherstead Park, Ipswich, Suffolk, IP9 2BJ

Department: Central Office, Finance

Reports to: Head of Financial Control, Jim Holt

What you will be working on at Our Co-op

1. Be the main point of contact for all corporation tax and VAT matters
2. Take ownership of the quarterly VAT returns preparation and associated workings
3. Prepare our corporation tax returns, including any capital allowances and R&D claims, including, calculating our financial accounting provisions for both current and deferred tax and forecasting of CT payments on account
4. Advise on the tax implications of property transactions
5. Involvement in all tax planning and associated risk management for our co-op, including to advise on and ensure compliance with the Society's tax strategy

This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.

The skills we are looking for

Below lists the skills and behaviours required to complete the role of Tax Manager at the East of England Co-op:

- Communication
- Teamwork

- Adaptability
- Technical proficiency
- Customer focused
- Leadership
- Interpersonal skills
- Data interpretation
- Project management
- Critical thinking
- Budgeting/financial awareness

Things you need to know

You must have an ACA or ACCA qualification to work in this role. A CTA qualification is desirable but not essential.

This is a hybrid-working position which will require you to balance time in our office and working from home, the arrangements of which will be discussed at Interview.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.

Our Values

At Our Co-op, we live by a set of four values. What's important to remember is that your behaviours reflect our values in whatever task you're performing.

Do the right thing

- We're fair, trustworthy, honest and open
- We behave in an ethical way
- We care for our colleagues, members, customers, suppliers and communities

Whichever value we are living, unstoppable, stronger together or a place for people to grow, we should be **doing the right thing** at the same time.

Unstoppable

- We're courageous, determined and resilient
- We welcome change
- We believe that 'speaking up' is important in helping us to improve

Stronger together

- We create a positive working environment through building good relationships with others
- We work as one team, wherever we work in our co-op
- We celebrate our differences

A place for people to grow

- We're open to learning new things every day
- We support each other to grow
- We strive to be the best we can be, personally and professionally