

Job Title: Head of Tax

Grade: 9

Salary: £59,966 to £67,468 per annum, pro-rata if part-time

Department: Finance

Hours/Contract: Full-time or job share, permanent

Job Family: Management and administration

Reference:13828

Role Purpose

The Head of Tax will provide strategic leadership for all tax matters across the University, ensuring full compliance with UK and international tax regulations while optimising the institution's tax position.

The role is responsible for shaping tax strategy, advising on major institutional projects, and embedding effective, efficient, and compliant tax practices across the organisation. The postholder will act as the University's subject matter expert on VAT, corporate tax, employment tax, and international tax matters.

Main Duties and Responsibilities

Tax Strategy & Leadership

- Develop, implement, and continuously review the University's tax strategy and policies
- Provide expert tax input into strategic decision-making and major projects
- Identify tax risks and opportunities to support informed organisational decisions

Technical Tax Leadership

- Lead VAT advisory across the University, including complex transactions and capital projects
- Oversee partial exemption, business/non-business, and fuel & power calculations
- Ensure compliance with HMRC and international VAT requirements

Corporate & International Tax

- Oversee preparation and submission of corporation tax returns (including subsidiaries)
- Ensure compliance with all UK and international tax filing obligations
- Provide expert advice on direct tax legislation and overseas tax matters





Tax Compliance & Governance

- Ensure all tax returns (direct and indirect) are accurate, timely, and fully compliant
- Maintain robust systems, controls, and processes to support compliance
- Advise when external specialist support is required and ensure procurement regulations compliance
- Undertake tax compliance monitoring across the University
- Liaise with HMRC, auditors, and external advisors

Advisory & Business Partnering

- Provide expert tax advice across key University functions including Finance, HR, Global Partnerships, and strategic projects
- Support global mobility and employment tax matters
- Deliver tailored tax training to staff across the institution

5. Team Leadership & Resource Management

- Lead, develop, and manage the Tax Team (Senior Tax Administrator, two Tax Assistants, and a standing 13-month Student Tax Placement)
- Allocate resources effectively to meet service priorities
- Ensure value for money when required to engage external tax advisers
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Stakeholder Engagement & Communication

- Build strong relationships across the University to embed tax awareness early in decision-making
- Provide regular tax updates to senior stakeholders
- Represent the University with external bodies and professional networks, including BUFDG

Continuous Improvement

- Monitor changes in tax legislation and assess organisational impact
- Drive improvements in tax processes, systems, and controls
- Promote innovation and best practice across all tax activities, ensuring clear, concise and up-to-date internal Tax webpages

Internal and External Relationships

- Director of Procurement, Tax & Commercial Oversight, as line manager
- Senior Finance Leadership and Management Teams





- HR, Finance (incl. Procurement), Global Partnerships and Professional Services teams more broadly
- Academic leadership and Colleges
- HMRC, auditors, and external tax advisors
- Sector peers and professional networks (incl. BUFDG)

Planning and Organising

- Manage competing priorities across the academic cycle
- Ensure delivery of month-end and year-end tax requirements
- Analyse complex data to identify trends, risks, and opportunities

Qualifications, Knowledge and Experience

Essential

- Chartered Tax Advisor (CTA) or equivalent
- Significant experience in indirect taxes/VAT, import-export taxes, and employment taxes
- Proven experience leading tax strategy and compliance in a complex organisation
- Strong experience engaging with HMRC and external advisors
- Demonstrated ability to influence senior stakeholders
- Experience managing and developing a team

Desirable

- Direct/corporate and international taxes
- Degree or equivalent qualification
- Experience within Higher Education
- Project management experience
- Track record of process improvement and change delivery

Skills, Abilities and Competencies

Essential

- Strategic thinker with strong commercial awareness
- Excellent leadership and team development skills
- Strong analytical and problem-solving capability
- Highly effective communicator with influencing ability at all levels
- Strong attention to detail and ability to manage complex workloads
- Commitment to inclusion, collaboration, and continuous improvement





- Ability to present complex technical information clearly

***Criteria to be used in shortlisting candidates for interview**

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

NHS Research Governance

Where it is determined that the duties of this post for the purposes of research involve work with the NHS, it is necessary to ensure that the performance of the duties attached to the post are covered by NHS research governance arrangements and the appointee must comply with all such arrangements, which may include occupational health clearance and DBS clearance.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits





everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

