



Group Tax Manager

Job description and person specification

Our Group Tax Manager is responsible for taking ownership of Exemplar Health Care's day-to-day tax compliance, reporting and tax governance activities across the Group.

Reporting to the Deputy CFO, you'll be our first dedicated in-house tax specialist.

You'll bring recurring tax compliance and reporting activity currently undertaken by external advisers in-house, improving control, efficiency and internal tax capability.

The role is primarily compliance focused, with particular emphasis on corporate tax and employment taxes. You'll prepare tax computations and returns, tax accounting and statutory accounts disclosures, manage tax payment requirements and maintain a clear Group tax compliance calendar.

Alongside your compliance responsibilities, you will act as a practical tax adviser to colleagues across the business, helping them understand the tax implications of business activity and proposed changes. External advisers will remain available to support on specialist and complex matters.

Ultimately, your role will help Exemplar Health Care meet its tax obligations accurately and efficiently, strengthen internal ownership of tax matters and ensure we make appropriate use of external advisers.

This is an extremely rewarding role where you'll play an important part in supporting a growing organisation that makes every day better for adults living with complex needs.

Every day will be different. That said, there are some key things you'll be responsible for on a regular basis.

Key responsibilities:

- take ownership of the preparation and submission of corporation tax computations and returns, coordinating information requirements, and maintaining appropriate supporting documentation
- manage corporation tax payments, including quarterly instalment payments, tax forecasting and cash tax reporting

- prepare current and deferred tax calculations, tax provisions and tax disclosures for statutory accounts, budgets, forecasts and other reporting
- take ownership of employment tax compliance and provide practical advice on matters including PAYE, benefits, expenses, PAYE Settlement Agreements and off-payroll working
- maintain a comprehensive Group tax calendar and ensure returns, elections, claims and payments are completed accurately and on time
- manage routine correspondence and relationships with HMRC and support tax enquiries where required
- maintain appropriate tax governance, processes, controls and documentation, including supporting the Group's tax strategy and relevant governance requirements
- provide clear and practical tax advice to Finance, HR and Payroll, Property, Legal and other teams on day-to-day business activity and proposed changes
- support transactions, financing arrangements, property activity, capital expenditure and corporate restructuring from a tax perspective
- oversee VAT and other indirect taxes, identifying when specialist external support is appropriate
- identify appropriate tax reliefs, claims and efficiencies, including capital allowances and other relevant opportunities
- monitor relevant changes in tax legislation and communicate their implications to the business
- manage external tax advisers, ensuring specialist advice is commissioned where it adds value and that the Group receives appropriate value from external spend
- develop internal tax knowledge, processes and documentation so that routine tax activity is increasingly owned within the business
- work closely with the wider Finance team to ensure tax balances, forecasts and disclosures are accurate, understood and appropriately supported
- provide concise updates to the Deputy CFO and other senior stakeholders on tax compliance, key risks, upcoming obligations and matters requiring attention
- build strong relationships across Finance and the wider business, becoming the first point of contact for day-to-day tax matters
- contribute to wider Finance and Group projects as required.

Who you are

Just like the people we support; every member of our team is different and offers something new. Yet there are some characteristics you'll need to be a great Group Tax Manager.

You'll be:

- technically strong in UK corporate tax, with the confidence to take ownership of tax compliance for a growing Group
- experienced in tax accounting and reporting, including current and deferred tax and statutory accounts disclosures
- commercially aware, with the ability to apply technical tax knowledge to practical business situations
- confident, credible and comfortable working with senior finance colleagues and stakeholders across the business
- an excellent communicator who can explain tax matters clearly to colleagues who are not tax specialists
- comfortable operating as the Group's sole in-house tax specialist while recognising when external specialist advice is required
- pragmatic and solutions-focused, with the ability to balance technical requirements, risk and commercial considerations
- highly organised, with strong attention to detail and the ability to manage multiple filing, reporting and payment deadlines
- proactive in identifying issues, upcoming requirements and opportunities rather than waiting for matters to arise
- collaborative and able to build trusted relationships across Finance, HR and Payroll, Property, Legal and other teams
- curious and committed to maintaining up-to-date tax knowledge as legislation and the Group continue to evolve.

This is a senior specialist role. The postholder will be Exemplar Health Care's first dedicated in-house tax professional and must have the technical judgement, confidence and credibility to take ownership of routine tax matters while working effectively with external advisers on complex issues.

This role requires hybrid working, including regular attendance at our Support Centre in Sheffield. Travel to other Group locations may occasionally be required.

Our values – and yours

The values we hold tell you what it's like to work at Exemplar Health Care. It's important every team member makes them part of everything they do.

To be a successful Group Tax Manager, you'll need to show us you share our values:



Each of these values is crucial.

Yet no matter your role, we expect you to make life fun for our people and your colleagues.

To understand more about what fun means to us and how we make it happen, take a look at what we're up to on our [Facebook page](#).

Your qualifications and training

We're looking for a qualified tax professional with strong UK corporate tax experience and a proven track record of delivering tax compliance and reporting work to a high standard.

You'll be confident preparing and reviewing corporation tax computations and returns, tax accounting calculations and statutory accounts disclosures, and managing tax payment and filing requirements.

Experience of employment taxes is important given the nature and scale of Exemplar Health Care's workforce. You should also have sufficient breadth to oversee other Group taxes and recognise when specialist advice is required.

We would welcome candidates from an accountancy firm or in-house environment who are ready to take ownership of tax for a complex, growing, multi-entity Group.

From the moment you join us, you'll be given the right support, and you'll continue to learn on the job during your career with us.

Induction

Our welcome induction covers everything, from mandatory and statutory training to the things you need to know about the home you'll be part of.

You'll have training in key areas such as moving and handling, safeguarding, person-centred care, and infection prevention and control.

As part of your role-specific induction, you will spend time with our Finance, HR and Payroll, Property, Legal and operational teams to develop a strong understanding of the Group, its structure, systems, business activities and tax requirements.

Ongoing learning

You'll have regular supervisions and performance development reviews with your manager.

Together, we'll celebrate your achievements, address any issues, and look at your progress and career aspirations.

You'll be given plenty of opportunities to learn more and advance your career, if you wish.

We ask that you:

- attend and complete your induction
- take part in all planned training we offer, both eLearning and face-to-face
- continue to learn on the job, especially during your first few months with us
- go to your supervisions and performance development reviews when your manager invites you
- commit to learning and keep your skills and knowledge up to date.

Who we are

At Exemplar Health Care, we provide nursing care for adults living with a range of complex needs arising from dementia, neuro-disabilities (including brain injuries and Huntington's disease), mental health conditions and physical disabilities.

We also have a number of registered services to support people with a learning disability.

Exemplar Health Care has more than 60 care homes across the UK, where the people we support, their needs and their stories are all different.

Yet in all of our homes, one thing remains the same: our Health Care Assistants empower people to maximise their independence and live life to the fullest.



Our mission

To make *every day better* for the people we support, and our colleagues.



Our vision

That adults living with complex needs can access outstanding care and support, in a community-based home that's close to their family and friends and focused on their personal goals and outcomes.

Person specification – Group Tax Manager

Qualifications and experience	Essential	Desirable	How assessed
ACA, ACCA and/or CTA qualified	Y		Application
Strong UK corporate tax experience, including preparation or review of corporation tax computations and returns	Y		Application, interview
Experience of tax accounting, including current and deferred tax and statutory accounts disclosures	Y		Application, interview
Experience managing tax compliance deadlines, payments and supporting documentation	Y		Application, interview
Experience of employment taxes, including PAYE, benefits and expenses		Y	Application, interview
Experience working with or managing external tax advisers	Y		Interview
Experience advising non-tax stakeholders on the tax implications of business activity	Y		Interview
Experience within a complex, multi-entity or multi-site organisation		Y	Application
Previous in-house tax experience		Y	Application
Experience of VAT, capital allowances and property-related tax matters		Y	Application, interview
Experience of tax governance, controls and HMRC relationship management		Y	Application, interview
Experience within health or social care		Y	Application

Skills	Essential	Desirable	How assessed
Strong technical knowledge of UK corporate tax	Y		Application, interview
Ability to prepare and review accurate tax computations, returns and tax accounting calculations	Y		Application, interview
Ability to interpret tax legislation and apply it to practical business situations	Y		Interview
Strong analytical and problem-solving skills	Y		Interview
Excellent written and verbal communication skills	Y		Application, interview
Ability to explain complex tax matters clearly to non-tax specialists	Y		Interview
Strong stakeholder management and influencing skills	Y		Interview
Sound commercial judgement and ability to identify when specialist external advice is required	Y		Interview
Excellent planning, organisation and prioritisation skills	Y		Application, interview

Strong attention to detail	Y		Application, interview
Ability to manage competing deadlines and work effectively under pressure	Y		Interview
Strong IT capability, including confidence working with financial data and Microsoft Excel	Y		Application, interview
Ability to develop and improve tax processes, controls and documentation	Y		Interview
Ability to work with a high degree of autonomy	Y		Interview

Personal qualities and behaviours	Essential	Desirable	How assessed
Demonstrates the Exemplar Health Care values	Y		Application, interview
Credible and confident	Y		Interview
Proactive and takes ownership	Y		Interview
Pragmatic and solutions-focused	Y		Interview
Collaborative and relationship-driven	Y		Interview
Comfortable operating as a sole in-house tax specialist	Y		Interview
Able to exercise sound judgement and recognise when to escalate or seek specialist advice	Y		Interview
Highly organised and dependable	Y		Application, interview
Curious and committed to maintaining up-to-date technical knowledge	Y		Interview
Able and willing to attend the Support Centre in Sheffield regularly and travel occasionally as required	Y		Application

If your application is successful, you'll be required to follow our data protection, health and safety, and safeguarding policies. Full training will be provided.

Health and safety

As an employee of Exemplar Health Care, you have a duty under the Health and Safety at Work etc. Act 1974 to:

- take reasonable care of your own health and safety and that of all other persons who may be affected by your acts or omissions at work
- co-operate with your employer to ensure compliance with health and safety legislation, policies and procedures
- observe and follow all health and safety rules, regulations and codes of practice
- recognise the rights of the people we support to take risks to promote their own recovery
- not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare, in pursuance of any of the relevant statutory provisions
- report all accidents, dangerous occurrences, incidents and hazards in line with company policy
- respect confidentiality relating to information gained through employment with the organisation and ensure information is not disclosed to any unauthorised person/agency.

Safeguarding

Exemplar Health Care is committed to safeguarding all children and vulnerable adults, and expects all colleagues and volunteers to share this commitment.

As an Exemplar Health Care employee, you have a duty to protect our residents and colleagues from any form of abuse or neglect.

When delivering care and support, colleagues are required to comply with the requirements of legislation relating to care in the UK, including the Care Act 2014, the Mental Capacity Act 2005 and the Deprivation of Liberty Safeguards (DoLS).

You'll learn more about safeguarding in your induction, but it might be helpful to do some research before you start working with us.

To comply with Exemplar Health Care's safeguarding children policy and abuse and safeguarding policy, all colleagues (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults.

This requires you to:

- familiarise yourself, and comply with, local child protection procedures and protocols for promoting and safeguarding the welfare of children and young people
- familiarise yourself, and comply with, local multi-agency safeguarding vulnerable adults plans and procedures
- familiarise yourself, and comply with, protocols and systems for information sharing
- know how to report safeguarding concerns
- participate in required training and supervision
- comply with required professional boundaries and codes of conduct.

You'll learn more about safeguarding during your induction and will be shown all relevant policies and procedures.

Data protection

At all times, you must respect the confidentiality of information in line with the requirements of the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.

This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

You'll learn more about data protection, as relevant to your role, during your induction.