**All about us**

**Tax Officer**

**Finance - Tax**

We’re a not-for-profit organisation with a focus on providing quality homes at below-market rents for people who would otherwise struggle to afford them. We are both a landlord and a developer, with more than 60,000 existing homes and 8,000 more in our pipeline, and a well-established commercial business from which we reinvest surpluses to support the provision of below market-rent homes across the capital.

**What’s it all about**

**Finance - Tax**

As the Tax officer, you will support the Tax

Manager and the Tax Associate to ensure VAT compliance, assisting on other indirect taxes and compliance as required.

identifying risk and tax planning opportunities that

benefit NHG, and ensure all processes are completed.

This role reports to the Tax Manager.

**How you will make a difference**

Being an integral part of the Finance team, you will drive a customer centric ethos and continuous

improvement culture within our Finance team,

ensuring all finance services deliver the best

outcomes for our residents

**How you will do it**

* Assist is managing NHG VAT positions in accordance with legal requirements and prepare the VAT return for Group and subsidiary entities for submission to HMRC.
* Assist in posting VAT journals, control accounts reconciliation, updating and monitoring schedules on a timely basis in compliance with the monthly reporting time table.
* Assist and supporting the smooth and timely delivery of the group interim and final audit as it relates to tax matters.
* Assist in all tax relevant queries.
* Maintain accurate data, managing large complex data sets on excel and in-house systems.
* Assist in preparing the Group’s VAT Partial Exemption calculation.
* Assist in maintaining the Corporate tax compliance schedule reflecting the submission status and tax penalties that might exist across all tax areas.
* Support the delivery of continuous performance improvements across the financial accounting and control function.

**All about you**

**Behaviours for success**

Our values set out what we stand for. You will need to show us how you match them and how you will behave to ensure those are visible when carrying out your work.

* Compassionate
* Progressive
* Dependable
* Inclusive
* Empowered

For each value, we have created example behaviours to help you understand our expectations in more detail. This role is at colleague’s level.

**Essential knowledge, experience and skills including qualifications and professional membership.**

* Studying towards CCAB recognised accounting qualification (ATT/ CTA/ ACCA or equivalent)
* Strong communication and interpersonal skills for diverse audience engagement; work collaboratively with internal and external stakeholders
* Strategic thinking ability; capable of analysing complex data to make data driven decisions
* Proficiency in Excel
* Uphold ethical principles including integrity, objectivity, professional competence, confidentiality, and professional behaviour.
* Hyrbrid working – 3 days in the Kings Cross office where the Tax team are based
* Experience of working within the Finance team
* Understanding tax implications within the housing sector