

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Senior Tax Accountant

Position in the organisation

Reports to the Head of Financial Accounting

Member of our Finance team

Part of our Finance & Assurance directorate

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

In Finance & Assurance, our vision is to be the Society's single point of truth. We are trusted partners, credible experts, working as one team to be a true enabler to the organisation as it makes impact to end the devastation of dementia.

Partnership, collaboration, accountability, professionalism and a restless desire to constantly improve are needed in every role across Finance & Assurance. That is true for the role of Tax Accountant which works in partnership with teams across Finance to deliver seamless, end-to-end financial partnership and services to the Society.

The Senior Tax Accountant is the Society's senior technical lead for tax matters, providing expert advice, assurance and challenge on VAT, corporation tax, Gift Aid and related tax risks. The role ensures the Society has robust tax governance, controls and compliance frameworks in place, and translates complex legislative requirements into clear, practical guidance for senior leaders and colleagues across directorates.

Working with Finance colleagues, senior stakeholders, external advisors and auditors, the role will shape the Society's approach to tax compliance and risk management, ensuring that operational and strategic decisions are informed by sound technical judgement and a clear understanding of tax implications.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

- Lead tax specialist and act as the Society's senior subject matter expert for tax related matters providing authoritative advice on VAT, corporation tax and gift aid;
- Translate complex tax legislation and technical matters into practical, accessible guidance for non-specialist stakeholders.
- Provide expert advice and constructive challenge to senior leaders on the tax implications of operational, commercial and strategic decisions.
- Lead the preparation of high-quality and timely tax returns including quarterly VAT with annual partial exemption adjustments and annual corporation tax returns.

- Work closely with Fundraising and Marketing Support to strengthen Gift Aid compliance, assurance and understanding.
- Monitor tax legislation, regulatory developments and sector practice, assessing organisational impact and leading appropriate changes to policy, process, controls or guidance.
- Identify and manage tax-related risks, ensuring appropriate escalation, mitigation and reporting through Finance & Assurance governance routes.
- Ensure robust and accountable control and efficiency is built into our financial processes.
- Maintain and reconcile general ledger accounts, ensuring accuracy and completeness in line with strategy and expectations.
- Build effective relationships with external tax advisors, auditors and relevant sector/professional networks, representing the Society's tax position with credibility and confidence.
- Champion, alongside colleagues across the Finance team and wider Society, robust expectations and compliance with financial accounting processes and practice, taking proactive action to address challenges.
- Through the development of effective relationships across the Society, drive continuous improvement in tax processes, controls and reporting, using data, external insight and professional judgement to improve quality, efficiency and organisational confidence.
- Role-model exceptional partnership with other teams.
- Lead the development and maintenance of tax governance frameworks, controls, processes and documentation, setting clear standards for colleagues across Finance and relevant directorates.
- Partner with Finance Systems & Data, FP&A and wider Finance colleagues to ensure systems, data and reporting support effective tax compliance, insight and assurance.
- Contribute significantly to departmental planning and priorities by bringing senior tax expertise to decisions affecting financial compliance, assurance and organisational risk.
- Alongside other people leaders, manage the resource and capacity of the Financial Accounting team, ensuring sustainability and flexibility of our workforce.
- Role-model a high challenge, high support culture with accountability and performance as critical drivers to success, ensuring individual and team development is front and centre of our approach to financial accounting.

We are looking for someone who can...

- Understand the critical role of Finance & Assurance as an enabling partner directorate in ultimately creating impact to end the devastation of dementia, linking everything you do back to the ultimate objectives of the Society.
- Work collaboratively and enthusiastically with colleagues across Finance & Assurance and across the Society more widely to deliver first class partnership and expertise.
- Role-model our values and embrace a high challenge, high support, high performing environment.
- Drive continuous improvement, including through bringing best-practice from across the sector and more widely, using horizon-scanning and networks to bring new ideas to the table.
- Have the ability and willingness to travel independently on behalf of the Society on request, including occasional overnight stays as required.
- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be enthusiastic for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
CCAB qualified with relevant post-qualification experience and able to demonstrate the knowledge and experience required for the role.	A
Extensive experience of facilitating effective end to end tax processes in a large, complex organisation, working close with systems accountants, data analysts, partners and planners to collaboratively lead an effective function.	A

Track record of delivering accurate and timely VAT, and corporation tax returns in complex environment (e.g. partial exemption) and managing relationships with external tax advisors, auditors and senior colleagues.	A
Strong working knowledge of UK tax legislation, particularly VAT, Corporation Tax and Gift Aid	A
Significant experience of quality and performance improvement through effective engagement, education, data analysis and innovation in a tax leadership role.	A
Superb communication and influencing skills, able to engage effectively at senior levels across multiple directorates.	I
Capable of working across departmental and hierarchical boundaries to resolve challenges.	I
Experience of fostering effective relationships with finance business partners, planners and analysts to create a seamless partnership experience for colleagues.	I
A track record of building high performing, accountable teams with demonstrable leadership in supporting learning, career development and performance management.	A

Competencies & personal attributes	Application (A) or interview (I)
Takes initiative and is comfortable working independently as well as collaboratively	A
A critical thinker, able to identify and act on ways to work more effectively and efficiently	I
Celebrates progress, solutions and impact rather than activity	A
Delivers effectively to timelines in complex and sometimes ambiguous environments	A
Deeply committed to the development of yourself and others	A
Resilient and adaptable, with a strong work ethic and the ability to navigate changing situations and diverse teams.	I
Welcoming and respectful of diverse perspectives, experiences, and opinions	A
A team player who sees opportunity and energy in working together to solve problems	I

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Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave