

Role summary

Foster + Partners is the leading global design practice covering every aspect of design including architecture, interior and product design, engineering, project management, research, sustainability, urban design, master-planning, and workplace consultancy. We pursue innovative solutions to current day and future demands including but not limited to conserving environmental resources, creating signature buildings and enhancing the local environment in which our projects are located. The Foster + Partners Group currently includes nine UK based subsidiaries, fourteen overseas subsidiaries along with nine overseas branches.

In recent years the group has expanded internationally and tax affairs have grown more complex. This role will provide capacity to the existing finance team whilst ensuring that tax compliance across the group is current and up to date. Utilising our established network of tax advisors based both in the UK and overseas, this role will be responsible for a number of areas including UK and Overseas Tax compliance, VAT and Tax accounting.

Role Definition

Job title: Tax Manager
Reporting to: Financial Accounting Manager

Responsibilities

UK Tax Compliance

- Liaising with our UK tax advisors and managing the UK tax computation and tax return process. Some of the larger items in the computation include corporate interest restriction, double tax relief, capital allowances and RDEC.
- Calculation of corporation tax instalments
- Assistance with restructuring activities

Overseas Tax Compliance

- Liaising with our overseas tax advisors and ensuring that corporate income tax and VAT / GST compliance for overseas subsidiaries and branches is up to date
- Utilising local tax advisors to research international tax rules affecting projects and feeding these results back to the business – including the finance, legal and commercial teams.
- Draft and/or review transfer pricing reports and update / conclude intercompany agreements based on their outcomes
- Manage tax exemption processes for various jurisdictions

VAT

- Liaise with the wider group on VAT issues affecting projects

Tax Accounting

- Lead the year-end tax provision process (current and deferred tax) for the group consolidated financial statements and the standalone financial statements for the UK subsidiaries
- Calculation of monthly tax journals for the group
- Contribute, or otherwise assist, as required
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards

Qualities and Skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Qualification as tax accountant, such as having ACA or CTA qualification or equivalent
- Extensive knowledge on corporate taxes (UK and International). VAT experience is desirable
- Advanced excel skills along with a good knowledge of financial systems
- Detail oriented, methodical and accurate
- Able to work under pressure and to tight deadlines
- Able to manage sensitive and confidential information
- Excellent attitude to customer service
- Flexible attitude
- Resilient to cope with conflicting demands and able to prioritise duties and work under pressure
- Excellent written and verbal communication skills
- Demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Able to build good relationships at all levels, internally and externally
- Appreciation of, and commitment to the business of the Practice
- Able to work as part of an effective team assisting and supporting team members

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.