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| **Role Title:** | Interim Head of Group Tax |
| **Location:** | Milton Keynes Support Office |
| **Reports to Role:** | Group Financial Controller |
| **Direct Reports:** | 2 - Rent VAT Clerk & Tax Assistant |
| **Grade:** | 2 |
| **Notice Period:** | 12 weeks |
| **Version Number and date:** | v2 Nov 2022 |

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| **ROLE PURPOSE** |
| The Finance Manager for Tax is a Group role primarily covering the UK and Eire. The role encompasses aspects of Corporation Tax compliance as the DPG group looks to bring in-house the compliance, Year End Tax reporting, Employment Tax compliance and Indirect Tax compliance with a focus on UK and Eire VAT returns.  In addition to the UK and Eire, the role will include liaising with UK and Overseas based finance colleagues responsible for Tax in relation to DPG’s operations and investments outside of the UK in the Republic of Ireland, the Nordics (Iceland, Norway and Sweden) and Switzerland.  Fixed Term Contract of 18 months for maternity cover. |

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| **MAIN AREAS OF RESPONSIBILITY** |
| **Corporation Tax**   * Review corporation tax and deferred tax provisioning calculations for the statutory accounts for the individual companies as well as the consolidated accounts for DPG pl including international companies. * Review Corporate Tax returns and computations for the DPG plc Group taking account of all available tax reliefs and possible restrictions on tax planning, e.g. loss relief, rollover relief and SSE. * Review periodic calculations to estimate the quarterly Corporation Tax instalments due to HMRC and International tax authorities using the latest financial information available and recent changes to the CT legislation * Review residency and permanent establishment risks throughout the Group * Prepare transfer pricing documentation including local and master files and manage the TP risk throughout the Group * Involvement in gains transactions for potential disposals and acquisitions to ensure most tax efficient outcome. * Reviewing the R&D work done across the business and overall responsibility of maximising any RDEC claims. * Overall responsibility of tax investigations across the business in all jurisdictions (UK, Ireland, Cyprus, Germany etc.)  **VAT**  * Review quarterly preparation of the VAT returns for all UK VAT registrations, and review bi-monthly preparation of the VAT returns for the Irish VAT registrations * Maintain VAT compliance across the DPG app and website, and oversight over new sku codes in supply chain. Maintain compliance for marketing promotions. * Ensure customs compliance post-Brexit and ensure all reliefs e.g., double duty relief are utilised across the Group. * Manage property VAT compliance and projects including supporting the Rent VAT Clerk on the 1200-property portfolio covering UK and Ireland and the supply chain centres both leasehold and freehold. * Roll-out and manage the Self-Billing arrangement with all UK franchisees.   **Employment taxes**   * Support the closure of the Reversionary tax investigation * P11D reports for the Group across corporate stores and main group * PAYE Settlement Agreements filing across corporate stores and main group * Consulting with HR regarding benefits and their tax effect * Consulting and review of share option transactions for tax compliance * Reviewing expense transactions * Consulting on pension salary sacrifice * Overview of s690 agreements for overseas directors annually * Training HR annually regarding commuting expenses, work-from-home expenses, IR35, long service etc.   **Additional other tax responsibilities expected to include:**   * Involvement in budgets and forecasts for all areas of tax * Ownership of HMRC Customer Compliance Manager relationship including Business Risk Review. Prepare audit committee documents and present key areas to senior members of staff. * Complete oversight of the tax governance of the Group including maintaining tax risk registers, SAO compliance, corporate criminal offence training and compliance, and tax strategy. * Manage the non-resident landlord position across the Group for all properties and franchisees. * Support the roll out of plastic packaging tax compliance and maintain up to date knowledge of new taxes and regimes that may affect the Group e.g., Online Sales Tax, CbCR, Pillar 2, Hybrids etc. * Overall responsibility of withholding taxes on all international transactions including cross-border dividends, royalties and interest.   **Developing Self and Others**   * Training of tax assistant to take on preparation duties * Support the apprentices in the wider finance team with studies and support to complete their studies * Maintain a working knowledge of all group companies within the DPG group * Ensure customer-centric focus and high levels of service (internal & external) * Operate in the role according to Domino’s Values and lead by example * Follow all relevant legal requirements * Actively participate in the Domino’s performance development review process * Continue to develop own talents and strengths and address any areas of self-development   **Other**   * Ad hoc finance project work * Develop and maintain good relationships with Finance colleagues and the wider business including procurement, supply chain, IT and marketing * Comply with all applicable UK and Ireland Data Protection and ePrivacy legislation and report non-compliances where identified to the Data Protection team * Responsible for actively participating in Domino’s performance development process to ensure knowledge and skills remain current and relevant for role.   The main areas of responsibility are not intended to be exhaustive, but gives a general indication of the role. It is the nature of the Company that tasks and responsibilities are in many circumstances, unpredictable and varied. All colleagues are therefore, expected to work in a flexible way when the occasion arises and acknowledge that tasks not specifically covered in their role profile are not excluded. |
| **ACCOUNTABILITY** | |
| * Overall responsibility of tax investigations across the business in all jurisdictions (UK, Ireland, Cyprus, Germany etc.) * Manage property VAT compliance and projects including supporting the Rent VAT Clerk on the 1200-property portfolio covering UK and Ireland and the supply chain centres both leasehold and freehold. * Ownership of HMRC Customer Compliance Manager relationship including Business Risk Review. Prepare audit committee documents and present key areas to senior members of staff. * Complete oversight of the tax governance of the Group including maintaining tax risk registers, SAO compliance, corporate criminal offence training and compliance, and tax strategy. | |

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| **KNOWLEDGE, SKILLS, ABILITY & EXPERIENCE** |
| * Qualified CTA or ICAEW or ACCA or CIMA, with relevant UK Corporate Tax experience * Employment Tax and VAT accounting experience preferred but not a prerequisite * Practical experience of using TCSL’s Corporation Tax software tool Alphatax * Ideally experience of Microsoft Dynamics AX * Good Microsoft Office skills in Powerpoint as well as Excel and Word * Excellent people / communication skills - able to get on with people at all levels * Hands on type with real energy to own area of responsibility and improve procedures * Takes personal ownership/accountability for role remit * Demonstrates urgency and personal drive * Strong analytical skills and a logical thinker * Good organisational and planning skills: ability to manage multiple tasks simultaneously and finish them * Can think and act flexibly – small team, broad and ever-changing roles * Open and clear communicator, welcomes feedback, non-hierarchical |

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| Logo  Description automatically generated **OUR VALUES** |
| We grow and win Together  We do the  right thing  We are one team  We are bold  We love customers |