

# TAX & LOANS MANAGER

Finance

Grade 7, Part time, Permanent

Job reference number: 209-23

## Applicant Information Pack

---

### Closing date

9am Friday 2 June 2023

### Interview date

Tuesday 20 June 2023

### Contents

- Job Description
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- How to Apply

## Job Description

---

<b>Job title</b>	Tax & Loans Manager
<b>Department</b>	Finance
<b>Grade</b>	7
<b>Hours of work</b>	Part-Time (0.5 FTE)
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Head of Finance
<b>Responsible for</b>	No direct reports
<b>Liaises with</b>	<b>Internal</b> Income Officer, Payments Officer, Planning & Reporting Accountant; staff in Registry staff, Performance & Planning and Development & Alumni Engagement; <b>External</b> HMRC; External Auditors; Internal Auditors, Bank, Students. Tax Consultants
<b>Job overview</b>	Complete and submit of all the Colleges tax returns by the HMRC deadlines ensuring the College adheres to HMRC rules. Advises College staff on the implications of decisions relating to non-employment taxes.

### Key Responsibilities

These include:

#### Tax

- Develop relationships with HMRC regarding the types of taxation covered by the role, for the College and its subsidiaries
- Develop relationships with individuals at all levels within the College who are involved in or impacted by VAT or Gift Aid related matters
- Keep up to date with VAT, Gift aid and corporation tax developments and provide training to College staff where required
- Lead on all external and internal audits in relation to VAT, Gift aid and corporation tax
- Preparation and submission of tax returns as follows:
  - VAT
    - Review all income and expenditure transactions on a monthly basis to confirm that VAT codes have been corrected applied in the finance system and advise finance colleagues if these need to be amended
    - Prepare VAT correction journals if required
    - Review the quarterly VAT return generated in the finance system, checking all transactions appear in the correct VAT box
    - Prepare the calculations for partial exemption reclaims and other tax reclaims for specific projects or reliefs
    - Submit the VAT returns to HMRC on time, once approved by the Head of Finance, keeping a record of submissions

- Prepare the VAT reconciliation and control account for each VAT quarter
- Further develop VAT knowledge to be able to advise the Head of Finance and other staff on the VAT implications of operational and business decisions
- Obtain external advice where appropriate
- Corporation Tax: RCM and Subsidiary companies
  - Prepare the annual Corporation tax returns for RCM and its subsidiary companies and associations, with guidance from the Head of Finance
  - Check annually for changes to Orchestra, Theatre or Museums Reliefs, liaising with the Planning & Reporting Accountant on any changes
- Gift aid
  - Prepare and submit the gift aid returns throughout the year, liaising with staff from Development & Alumni Engagement (DAE)
  - Advise and liaise with DAE staff on any changes to the HMRC gift aid rules
- Foreigners withholding tax (WHT)
  - Prepare and submit the annual Foreigners WHT return with guidance from the Head of Finance
  - Complete the HMRC FEU forms for all payments to HMRC
  - Prepare paperwork for the payment of WHT to HMRC
- Section 16
  - Prepare and submit the annual Section 16 return with guidance from the Head of Finance
  - Liaise with department staff where further information is required on payments
- PAYE Settlement Agreement
  - Prepare and submit the annual PAYE Settlement Agreement with guidance from the Head of Finance
- Customs
  - Keep up to date on developments for imports and exports of goods and services and advise staff across College where relevant

## Loan schemes

- US loans
  - Perform the calculations for the loans to eligible US students and send confirmation to students
  - Liaise with the Income Officer for the disbursements of US funds
  - Ensure necessary documentation and records are retained throughout the annual process
  - Lead on the annual US loans audit, liaising with both Registry, Finance and External auditors

- Submit all the US loan submission documents for Finance to the US in accordance with the scheme
  - Review and amend US loans process and procedure documents
  - Assume the DPA role and responsibilities
  - Keeping up to date with changes to the loan scheme and advising College staff as necessary
  - Respond to queries from US students in a timely manner
- ELCAS scheme (Enhanced Learning Credits Scheme) – learning provider for Armed Forces Ministry of Defence
    - Responsible for ensure all documents are uploaded to the ELCAS portal including annual insurance schedules
    - Raising invoices for eligible students
    - Updating course information and fees on an annual basis
- Locker deposits
    - Liaise with departments to monitor and administer student locker deposits and refunds, including monthly reconciliation of the locker deposit control account
    - Maintain process documents for lockers loan scheme

## Special Factors

The hours of work for this role will be 0.5FTE, equivalent to 17.5 hours per week on average. The working pattern for this role will be agreed with the postholder and there is flexibility in what this pattern may be provided that set filing and other deadlines can be met.

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
<b>Qualifications</b>	Fully or part-qualified in tax or accounting, or qualified by experience	Essential	AF, INT, ST
	Educated to degree level or equivalent	Desirable	AF, INT, ST
<b>Experience, Skills &amp; Knowledge</b>	Excellent organisational skills	Essential	AF, INT
	Produce work to a professional standard with attention to detail	Essential	AF, INT, ST
	Excellent IT skills including Word, Excel and email on a daily basis	Essential	AF, INT, ST
	Experience of submission of VAT returns	Essential	AF, INT, ST
	Experience of other tax returns other than VAT	Desirable	AF, INT, ST
	Awareness of different areas of tax	Essential	AF, INT

	Knowledge of US loan scheme administration	Desirable	AF, INT
	Experience of external and internal audits	Desirable	AF, INT
	Experience of delivering training staff	Desirable	AF, INT
<b>Personal Attributes</b>	Have a friendly, open and supportive manner towards students, team members and staff across College	Desirable	AF
	Have a flexible approach to team working	Essential	AF
	Have a willingness to undertake further training	Essential	AF
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form INT = Interview ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Head of Finance within the scope and level of the post.

## Terms & Conditions

<b>Availability</b>	The post is immediately available and the postholder should ideally be available to start as early as possible.	
<b>Contract type</b>	Permanent	
<b>Hours of work</b>	This role is offered on a part time (0.5FTE) basis.  Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday.	
<b>Salary</b>	RCM Pay Scale Grade 7, incremental points XX – XX:	
	Spine points	Full-time salary*
	26	£36,556
	27	£37,491
	28	£38,458
	29	£39,453
	30	£40,477

\*inclusive of London Weighting allowance

\*\*as this is a part-time post, the postholder will receive a proportion of the full-time salary

Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.

Payday is the 15<sup>th</sup> of each month or the last working day before this should the 15<sup>th</sup> fall on a weekend or bank holiday.

<b>Work permit</b>	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM will act as a sponsor for a visa application.
<b>DBS check</b>	Any appointment will be subject to a satisfactory Standard DBS check.
<b>Probation</b>	The post has a six month probationary period.
<b>Notice period</b>	The appointment will be subject to termination by not less than one month's notice. Notice during probation will be seven days' notice by either party.
<b>Pension</b>	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: <a href="http://www.uss.co.uk">www.uss.co.uk</a> . Arrangements exist for members to make additional voluntary contributions (AVCs).
<b>Annual leave</b>	<p>Full time staff are entitled to 210 hours of holiday per annum, plus public holidays. Part time staff will receive a pro rata entitlement for annual leave.</p> <p>The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.</p>

---

## Staff Benefits

---

<b>Travel</b>	<p>Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.</p> <p>We also offer a tax-free bicycle loan under a similar repayment scheme.</p>
<b>Events</b>	There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.
<b>Eye tests &amp; hearing tests</b>	The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.
<b>Employee Assistance Programme</b>	All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.
<b>Professional Development</b>	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

---

## About Us

---

### The College

Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was ranked as the global top institution for Performing Arts in the 2023 QS World University Rankings by subject.

### Staff

The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.

### Location

The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

## How to Apply

---

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk)

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

### Closing date

**9am Friday 2 June 2023**

Applications received after the stated closing date will not be considered.

### Interview date

**Tuesday 20 June 2023**

With some roles at the RCM second interviews may take place. Shortlisted candidates will be notified in due course.

There will be a test for shortlisted candidates. Further details will be passed to shortlisted candidates in due course.

If you have any questions about this position or the application process please contact a member of the recruitment team on; [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk). If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Jas Rooprai  
Head of Finance  
May 2023

