

Helpdesk Report: Head of Tax

by

Incomes Data Research

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This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role(s):

- Head of Tax

2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable 'triangulation' of the results, and thereby provide the widest possible assessment of the market for this role.

2.1. Market data

The tables in the following sections provide the aggregate market salary for a full-time Head of Tax.

2.1.1. NHS data

In this section we provide information on the salary range for the pay band likely to cover comparator jobs in the NHS. The NHS, with 1.2m staff is the largest employer in the UK and as such plays a key role in influencing the market for many non-medical roles, particularly in education, given the links between parts of higher education and the NHS.

Head of financial functions in the NHS are typically employed on Band 8c or Band 8d, depending on the size of the trust. The current salary range is between £65,664 and £75,874 (Band 8c) and between £78,192 and £90,387 (Band 8d) a year outside of London and high-cost areas in the South East/South.

Roles based in high-cost areas qualify for the following supplements:

- Inner London – 20% of basic salary, subject to a minimum payment of £4,608 and a maximum payment of £7,097;

- Outer London – 15% of basic salary, subject to a minimum payment of £3,898 and a maximum payment of £4,967;
- Fringe – 5% of basic salary, subject to a minimum payment of £1,066 and a maximum payment of £1,845.

2.1.2. IDR data

The following tables contain data from IDR Pay Benchmarker, our online database of salary information. This data has been collected by IDR directly from employers through surveys and bespoke data collection for the IDR Pay Benchmarker service.¹

Finance job family, public sector, job level 9

Job level	Company count	Lower quartile	Median	Upper quartile	Average
Level 9	20	£65,609	£72,542	£83,460	£73,547

Source: IDR Pay Benchmarker.

2.1.3. Other data sources

Taxation Manager, Rank 1

Selection criteria	Lower quartile	Median	Upper quartile
National Range	£69,463	£81,722	£98,883
Business services	£84,051	£98,883	£119,649
Public Administration	£68,769	£80,904	£97,894
South Yorkshire	£59,044	£69,463	£84,051
North Yorkshire	£68,074	£80,087	£96,905
West Yorkshire	£69,307	£81,538	£98,661

Source: Commercial survey

¹ Refers to the IDR Job Level. These typically cover the following types of roles: 1 and 2, admin, support and manual roles; 3 and 4, secretarial and craft roles; 5 and 6, vocational and supervisory; 7 and 8, professional and managerial; 9, senior management; 10a and 10b, directors; 11, senior directors/chief executives.

3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

3.1.Data and summary

Head of Tax - job advertisements

Reference ID	Organisation	Job title	Min	Max	Location
ID525	HM Treasury	Head of Small Business Tax and Tax Simplification	£49,500	£54,000	Darlington

3.2.Job advertisements

The following pages present the job advertisement for the above vacancy.

Head of Small Business Tax and Tax Simplification

HM Treasury

Apply before 11:55 pm on Sunday 10th April 2022



Reference number

196400

Salary

£49,500 - £57,000

London: £52,500-£57,000 / National: £49,500-£54,000

Grade

Grade 7
range E

Contract type

Permanent

Business area

HMT - Business and International Tax

Type of role

Policy
Strategy

Working pattern

Flexible working, Full-time, Part-time

Number of posts

1

Location

[About the job](#)

[Benefits](#)

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[Apply and further information](#)

Location

The post can be based in London (1 Horse Guards Road) or Darlington (Bishopsgate House until the temporary office in Feethams House becomes available for use in Spring 2022).

About the job

Job description

About the Group:

Business and International Tax

The Business and International Group (BIT) is one of 14 groups in the Treasury. The aim of the BIT Group is to provide strategic oversight of business, environmental, transport, property, VAT, excise taxes and customs duties that together raise revenue of over £250 billion a year. The Group works closely with other government departments and is outwards facing towards key stakeholders, including business, industry, interest groups and international counterparts, and there are opportunities to be part of this engagement at all levels.

The work of the Group is vital to fund essential public services, while working with other Treasury Groups to support the Government's wider agenda – including supporting economy as it recovers from the impact of COVID-19; developing and negotiating new customs arrangements following the UK's departure from the EU; levelling up opportunities across all parts of the United Kingdom; and delivering "Net Zero" carbon emissions by 2050.

The Group's high-profile portfolio make it a highly dynamic, flexible and interesting place to work. BIT is committed to diversity and is proud to support a friendly and inclusive working environment. BIT values each individual and encourages development for all roles. Our work offers a range of opportunities to develop and we are increasingly working in a more flexible way, creating opportunities for staff, such as supporting those that want to undertake tax qualifications.

By joining BIT, you will become part of a team that value and encourage the best in one another, whilst tackling some of the most pressing and interesting policy questions on the Government's agenda.

About the Team:

The Enterprise and Property Tax (EPT) Team is a high-profile, diverse, and supportive team. EPT is responsible for aspects of the tax system that encourage investment and entrepreneurship in and by business, including the tax-advantaged venture capital and employee share schemes, Capital Gains Tax (CGT), capital allowances, social investment and creative sector reliefs, and research and development tax credits. EPT also deals with all aspects of commercial and residential property taxation, from business rates and council tax to stamp duty land tax (SDLT) and leads HMT engagement with the Office

of Tax Simplification. Recent examples of the team's work include the introduction of a super-deduction for company investment, launching a review of R&D tax credits, introducing an SDLT holiday, and introducing Covid reliefs for retail, hospitality and leisure properties in business rates.

Key Accountabilities:

This is a strategic and multifaceted Range E role which would suit a postholder who is willing to think creatively and build positive relationships to progress a cross-cutting agenda. The appointee will lead issues relating to small business tax and simplification, and HMT's relationship with the independent Office of Tax Simplification (OTS), which advises the Chancellor on making the tax system easier to use. The role has wide remit to influence the interaction of businesses and the public with the tax system to improve the user experience, working with tax colleagues across HMT and HMRC. It is an exciting time to join the branch, with an opportunity to influence the OTS's work programme over the next five years so that it provides maximum value to Ministers and the public.

This role has many areas of Ministerial, Special Advisor and Senior Official interest and relies on the postholder having the ability to work effectively with other Treasury teams, HMRC and others to build effective and positive relationships to deliver change.

Key areas of accountability will include:

1. Management and leadership – lead the small business and tax simplification branch and contribute to the wider leadership and management of the team.
 2. Leading the relationship with the Office of Tax Simplification (OTS) – following the recent HMT Review of the effectiveness of the OTS, the post holder will take ownership of the implementation of recommendations for HMT and help shape how the OTS, and Government, should prioritise simplification efforts. The appointee will need to be comfortable as a “critical friend” to the OTS Secretariat and Tax Director, and their advocate with HMT and HMRC teams. The postholder will work directly with the Director General of Tax and Welfare in their role as OTS board member.
 3. Driving small business tax policy and strategy – leading on advice to Ministers on providing support to small businesses through the tax system, working closely with the other teams in HMT and HMRC. The post holder will develop a programme of external engagement to identify, assess and develop policy options to support small business or genuinely improve their experience of the tax system.
 4. Ensuring an effective customer costs approach – working with HMT and HMRC, lead our proactive tax simplification agenda, working with HMRC to consider options for reductions in admin burdens for business.
 5. Developing positive relationships to progress Chancellor and Financial Secretary interests in tax simplification and small business tax policy – being a recognised point of contact. In order to carry out their role the post-holder will build a positive relationship with Ministers, special advisers, HMRC and KAI; and seek regular contact with tax and industry bodies, representing HMT in a professional and confident manner to understand wider views across a variety of policy areas while defending government policy against challenge.
 6. Ensuring small business taxation is considered at fiscal events - the branch will also be responsible for providing advice on the collective impact of tax measures for small business.
- Potential applicants may contact the line manager Jocelyn Goldthorp or Deputy Director Matthew Henty to discuss the role.

Responsibilities

Candidate Assessment of Skills and Experience

Candidates – Please note, you will be asked to give evidence in your application of how you meet these criteria.

Required Skills, Experience and Behaviours:

The below criteria will be assessed in your application form.

The lead criterion is:

- Strong stakeholder management skills and ability to work collaboratively and influence across boundaries to deliver results. (Working Together)

If we receive large volumes of applications, we will conduct an initial sift on the first criterion only.

We will assess the below further criteria in your application form;

- An ability to work effectively with ministers and senior stakeholders to support decision making, drawing together evidence, perspectives and sound judgement. (Communicating and Influencing)
- An ability to work independently, planning and driving forward longer-term projects whilst managing shorter term demands. (Delivering at Pace)
- Experience of working in policy development across teams and organisational boundaries. (Experience)

Candidate Guidance on Completing your Application Form

Where will we assess success profiles across your application form.

- Behaviours – these will be assessed individually with a 250-word statement per behaviour. The application form will indicate which behaviour is being assessed each time you provide a statement, and we are ideally looking for an example using the below STAR method to demonstrate this behaviour in line with the full criteria stated
- Experience – this will be assessed individually with a 250-word statement per experience criteria. You will give the answer in the personal statement section under “statement of suitability” using the below STAR method, and be given direct guidance at this stage on the experience we are looking for you to demonstrate

All elements of the success profiles will be linked to a defined criterion that demonstrates the behaviour, experience or technical skills. It is beneficial to ensure your answer focuses on the full criteria, and not just the related success profile, to give you the best chance of providing the evidence the panel wants to assess.

In your statements, it is best to focus on one example in each section to allow you to provide enough detail in your answer and use all the words you have been allocated. Examples from a range of roles across your application will demonstrate that you have the skills, experience and behaviours we are looking for. We would also advise you to use examples that best meet the criteria, even if it is a few years old.

How to Structure your Answer

Please use the STAR (Situation, Task, Action, Result) approach when writing your application answers.

- Situation – Describe the situation you found yourself in and what happened.

- Task – The Hiring Manager will want to understand what you tried to achieve from the situation that you found yourself in.
- Action – What actions did you take and how did you do it. Make sure to use “I”, not “we” to explain how your actions lead to a result.
- Result – Use facts and statistics to demonstrate the results that your actions produced. Explain whether it was a successful outcome, and if not, what you learned from the experience.

NOTES TO CANDIDATES

- Please refer to the candidate FAQ document which is a link on the job advert – this will provide you with guidance on completing the application form. Please contact hrrcruitment@hmtreasury.gov.uk if you have any issue accessing this document.
- At HM Treasury, to maximise diversity and inclusion within our workforce, we operate a fair, open and anonymous recruitment process. This means that the sift panel will only be able to assess you on the written evidence supplied in your application answers. They will not have access to personal information.
- You may be asked to provide some CV details during your application; however these will NOT be assessed during the process, but will be used to support discussions at interview – please ensure you put all information you would like to be scored against in your behaviour, experience and technical skill statements.
- You will be assessed on your skills, experience and behaviours through the online application form. When completing your application form, please outline how you meet the requirements as detailed in the ‘candidate assessment of skills and experience’ section of this job description. This will give you the best chance to provide the evidence that the panel wants to assess. More guidance can be found here - [completing your application](#).
- If we receive a large number of applications, applications will be assessed initially against the lead criterion alone. You will then be assessed against the other criteria if you have met the minimum score on the first criterion.
- Find out more about how the Civil Service assesses candidates and uses Success Profiles (opens in a new window) to test skills, experience and behaviours in applications and interviews.
- Applications are not reviewed until the closing date has passed. You will be notified of the outcome of your application as soon as the recruitment panel has reviewed all the applications.

Recruitment Timeline

Closing Date: Sunday 10th April

Shortlisting application forms: w/c 10th April

Interviews: w/c 17th and 24th April

Behaviours

We'll assess you against these behaviours during the selection process:

- Working Together
- Communicating and Influencing
- Delivering at Pace
- Making Effective Decisions

We only ask for evidence of these behaviours on your application form:

- Working Together
- Communicating and Influencing
- Delivering at Pace

Benefits

Flexible working arrangements:

HM Treasury views flexible working as essential in enabling us to recruit and retain talented people, ensuring that they are able to enjoy a long-lasting career with us. All employees have the right to apply for flexible working and there are a range of options available including; working from home, compressed hours and job sharing. Additionally, we operate flexitime systems, allowing employees to take up to an additional 2 days off each month, providing you work enough hours to meet business need.

We also offer a generous maternity/ paternity and adoption leave package.

At HM Treasury we have an incredibly broad remit; our work touches every citizen of the country. So, it's important our employees come from the widest possible range of backgrounds, bringing us the widest possible range of perspectives and ways of thinking. We are committed to ensuring that all staff are able to realise their potential and achieve a healthy work-life balance.

Benefits:

- 25 days' annual leave (rising to 30 after 5 years), plus 8 public holidays and the Queen's birthday (unless you have a legacy arrangement as an existing Civil Servant)
- Flexible working patterns (part-time, job-share, condensed hours)
- A [Civil Service Pension](#) which provides an attractive pension, benefits for dependants and average employer contributions of 27%
- Onsite restaurant and coffee bar. The London office also offers a gym, showers and prayer room
- Access to a cycle-to-work salary sacrifice scheme, season ticket advances and payroll giving
- Access to a retail discounts and cashback site
- A Rental Deposit Advance Scheme to help meet the total costs of deposits for privately rented homes
- A range of active staff networks, based around interests (e.g. analysts, music society, sports and social club) and diversity (e.g. women in the Treasury, ethnic minority network, LGBT* network, faith and belief network)

Things you need to know

Security

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [counter-terrorist check](#).

[See our vetting charter](#).

People working with government assets must complete [basic personnel security standard](#) checks.

Selection process details

This vacancy is using [Success Profiles](#), and will assess your Behaviours, Strengths and Experience.

As part of our pre-employment security checks, if you are invited to interview and are not a current HM Treasury member of staff, you will need to bring:

- Proof of identity, e.g. your passport or driver's license. Documents must be in date and valid.
- Proof of address, e.g. a utility bill or bank statement issued within the past 3 months
- Proof of your National Insurance (NI) number, e.g. letter from DWP confirming your NI number, or P60
- If you do not bring a UK or EU passport, you will need to bring other documentation of your right to work in the UK, e.g. your visa, biometric residence permit or birth certificate.

Further details regarding acceptable documents will be provided in the invitation to interview.