



Job Specification

Position	Treasury & Tax Analyst
Reporting to	Group Treasurer, Tax and Finance Manager.
Purpose of Role	<p>This position is an important part of the Brigade HO finance department. Whilst each member of this team champions a different aspect of financial management, the emphasis is on teamwork. The full Brigade finance team encompasses accounting staff in the subsidiary companies.</p> <p>As the candidate becomes increasingly familiar with financial management processes, so will the ability of the candidate to cover for colleagues within the department. However, the principal focus will be:</p> <p>To provide assistance to the Group Treasurer, Tax and Finance Manager on:</p> <ul style="list-style-type: none"> • Daily treasury management, • Various taxation matters, • Group-wide risk management through appropriate insurances, • Other ad hoc assignments as may be required.
Key Tasks, but not limited to	<p><u>Daily Treasury management:</u></p> <ul style="list-style-type: none"> • Liaise with the management accountant for each group company subsidiary (UK and overseas) to understand the projected near-term cash flows. • In time, be able to assess the Holding Company's near-term cash flows. • Consider the liquidity requirements of each group company in local currencies. • Ensure that bank transfers and repayments of HQ funding are appropriate and provide on-going liquidity. <p>With increased familiarity of existing systems:</p> <ul style="list-style-type: none"> • Suggest and implement improvements and efficiencies, • Buy and sell currencies on the banking software. • Place forward contracts on receipt of appropriate authorities. • Take over and improve existing currency risk assessments. <p><u>Various taxation matters:</u></p> <ul style="list-style-type: none"> • Prepare various analysis schedules to support corporation tax submissions and investigations. • Prepare and/or review VAT returns, P11Ds and PSA returns for UK entities. <p>With increased familiarity/experience:</p> <ul style="list-style-type: none"> • Prepare and/or review corporation tax computations for UK.

- Research various business tax issues, and changes thereto (i.e. making tax digital legislation) covering corporation tax, VAT and payroll. Propose solutions to issues.
- Develop working relationship with tax advisers in the UK (and overseas as appropriate).
- Understand (and document) the various different tax requirements of overseas jurisdictions.

Note: the subsidiaries have different numbers of staff with varying levels of financial management competencies, so the level of financial management support varies.

Group-wide risk management through appropriate insurances:

Understanding the Group's activities will allow an increasing appreciation of risk and how that should be best addressed. One aspect of risk mitigation is appropriate insurance. The candidate will form a sound understanding the policies in place, and assist in how these should be developed.

- Prepare data schedules to schedules to support insurance enquiries.
- Liaise with broker/insurer and relevant Brigade department to settle insurance claims.

Other types of risk assessment (using existing ISO 9001 procedures) may follow depending upon aptitude.

Ad Hoc assignments:

The ability to address ad hoc assignments will depend on developing good working relationship with cross discipline staff in the Group, subsidiary managers and local advisers. Examples of assignments are:

- Assist in the current R&D tax claim process by taking responsibility for review and maintenance of project records and how the claim is built up - intention that engineering can simultaneously support the claim.
- Review/preparing capital investment appraisal calculations.
- Assist Group Treasurer, Tax and Finance Manager with the assessment of contemplated strategic changes to the business.
- Provide cover for other members of the team in their absence.

Person Specification

Essential	Desirable
<p>Education and Training</p> <ol style="list-style-type: none"> 1. Sound understanding of financial management/accounting principles, either through professional qualification (e.g. Part-qualified ACA/ACCA/CIMA) or experience. 2. At least 5 GCSEs with Maths and English to grade C or above. 3. High level literacy, numeracy and accuracy. 	<p>Previous exposure to treasury and/or tax and related issues.</p>
<p>Experience and Skills</p> <ol style="list-style-type: none"> 1. Minimum 2 years in SIMILAR role. 2. Commercial outlook. 3. Good MS Excel skills, ideally to Pivot table/Vlookup/SUMIF level. 	
<p>Personality and Motivation</p> <ol style="list-style-type: none"> 1. Administratively sound and highly organised. 2. Motivated to perform well and seek improvements. 3. Open to new ideas and keen to maintain own development through study and training. 4. Keen to be part of an international group and finance function. 	
<p>Interpersonal Skills</p> <ol style="list-style-type: none"> 1. Comfortable communicating with all levels of staff. 2. Relaxed and calm approach. 3. Supportive of colleagues and team player. 	
<p>Communication & language skills</p> <ol style="list-style-type: none"> 1. Strong written and oral communication skills. 	
<p>Other requirements</p> <ol style="list-style-type: none"> 1. Highly organised and able to prioritise. 2. Flexibility to work beyond business hours when necessary. 3. Ability to work under pressure. 	<p>The ability to travel to an overseas location should the job require it.</p>