



## Tax Director of the Office of Tax Simplification (OTS)

Appointing Body: Office of Tax Simplification

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Department: Her Majesty's Treasury (HMT)

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Sectors: Tax Simplification

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Location: London

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Website: <https://www.gov.uk/government/organisations/office-of-tax-simplification>

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Remuneration: £100,000 FTE per annum (£60,000 for 3 days per week) but may be negotiable dependent on experience.

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Time Requirements: We expect this to be 3 days per week.

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Closing Date: 06/11/2018

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Interviews: December

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### The Organisation

The Office of Tax Simplification (OTS) is the UK's official tax simplification body. The role of the OTS is to advise the Chancellor of the Exchequer on ways to simplify the UK tax system alongside promoting tax simplification more widely. The OTS is an independent office of HM Treasury and, in recognition of its vital role, was placed on a statutory footing in 2016. More information about the OTS and their recent reports can be found here: <https://www.gov.uk/government/organisations/office-of-tax-simplification>

### The Role

We are looking for an experienced tax professional to be the Tax Director of the Office of Tax Simplification (OTS). This role offers a unique opportunity to participate in tax policy-making at the heart of government.

The Tax Director sits on the OTS board and is responsible for managing the direction of the OTS's work, and updating the board on that work at bimonthly meetings.

The recommended candidate for the Tax Director role will require approval by the Chancellor of the Exchequer before the appointment can be confirmed. The OTS Tax Director's responsibilities are as follows:

1. Leading the work of the Office (although not directly managing the office's staff), working alongside the Chair.
2. Providing advice to Ministers through the Office's reports, appearing before Parliamentary committees to discuss the contents of these reports if requested, and to act as the Office's public face.
3. Taking joint responsibility with the Chair for the content of OTS reports and ensuring overall independence of the OTS's work. OTS work includes Chancellor commissioned reviews as well as own initiative work. You will also be responsible, alongside the Chair, for setting and agreeing future work programme for the OTS

Current Chancellor commissioned reviews being undertaken by OTS include a review of Inheritance tax and an upcoming report into the tax complexities faced by small businesses. Previous OTS reviews have resulted in the adoption of cash basis accounting for the smallest self-employed businesses and the introduction of several reforms to employee benefits and expenses leading to large savings on admin burdens.

This post is NOT regulated by The Commissioner for Public Appointments.

### **Person Specification**

We are looking for an individual of undisputed integrity and with the authority to command the respect of Ministers, senior members of the tax profession and wider business community.

You must have an in-depth tax knowledge and an ability to use this knowledge to influence at the most senior level. We are interested in a diverse range of individuals from a range of backgrounds including commercial, public or voluntary sectors or with experience in the tax profession.

We particularly welcome applications from female, disabled, Black, Asian and Minority Ethnic (BAME) or lesbian, gay, bisexual or transgender (LGBT+) individuals.

Applicants should demonstrate the relevant professional skills. We are looking for an individual:

1. With current or previous experience as a key professional in a major tax focussed organisation; or a similar role in the public or voluntary sector.
2. With an in-depth understanding and interest in all areas of taxation as well as an interest in wider public policy, in particular economic and financial policy.
3. Who demonstrates an understanding of the issues faced by taxpayers when engaging with the tax system and an ambition to use their expertise to make recommendations to make this simpler.
4. With influencing and communicating skills, including an ability to develop an effective and constructive relationship with the Chair, Ministers, key government departments and other external influencers.

### **Additional Information**

Although this appointment does not come under the remit of the Commissioner for Public Appointments, it will be run in line with the Commissioner's Code of Practice.

## Conflicts of Interest

There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasions, be as damaging as the existence of a real conflict. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived. Any private, voluntary, charitable, business or political interest which might be material and relevant to the work of HMRC or HM Treasury should be declared on the Conflicts of Interest monitoring form provided.

## How to Apply

To make an application please submit the following:

1. A CV of no more than two A4 pages (including education and professional qualifications, career history, and relevant achievements and responsibilities).
2. A supporting statement of no more than one A4 page setting out:
  - a. how you meet each of the essential criteria for the role as set out in the person specification;
  - b. the evidence from your career which best demonstrates your qualifications for the appointment;
  - c. the earliest date you would be able to start in the role in the event of a successful application
  - d. the names of two referees who know you in a capacity to comment on your suitability for the appointment and have authoritative and personal knowledge of your achievements (references will only be taken up for short listed candidates, but will be sought prior to the interview), and
  - e. contact numbers and e-mail addresses, which will be used with discretion.

It will be on the basis of this information that shortlisting decisions will be made. In addition, applicants are asked to submit completed diversity monitoring and declaration of conflict of interest forms.

Please submit your CV, supporting letter and completed monitoring forms to:

[OTS.Recruitment@hmtreasury.gov.uk](mailto:OTS.Recruitment@hmtreasury.gov.uk) or post to:

**OTS Recruitment, Enterprise and Property Tax, HM Treasury, 1 Horse Guards Road, London, SW1A 2HQ**

Applications for the appointment must arrive no later than 12:00 on 6<sup>th</sup> November 2018. Your application will be acknowledged shortly after receipt and you will be informed in writing or by telephone of the progress of your application.

Interviews are expected to take place in December and an announcement about the appointment is expected shortly after. It is expected that the appointment will commence as soon as possible thereafter. It is expected that the appointment will commence as soon as possible thereafter.

If you are invited for interview, your reasonable and necessary travel expenses will be reimbursed. Those invited to interview will be advised on how to claim their expenses.

If you would like to discuss the appointment further, please contact [OTS.Recruitment@hmtreasury.gov.uk](mailto:OTS.Recruitment@hmtreasury.gov.uk).