



## Role Profile

Vacancy Summary			
Job Title	Policy Adviser, Corporate Tax and Financial Services Tax	Job Reference	387533
Group	Business and International Tax	Team	Corporate Tax (CT)
Approach	External	Range	SEO
Contract Type	Permanent	Working Pattern	Full Time, Part Time, Job Share (Flexible working hours can be accommodated)
Salary	£41,630 - £44,500	Location	Darlington (Feethams House). This role cannot be worked from any other HM Treasury office.
Security Vetting Level	<u>Counter Terrorist Check</u>	Closing Date	Wednesday 19 <sup>th</sup> February 2025

Recruitment Timeline		
Closing Date	Shortlisting	Interviews
19 <sup>th</sup> February 2025	From 20 <sup>th</sup> February 2025	w/c 3 <sup>rd</sup> March 2025

**About HM Treasury**

If you're interested in making a difference to people's lives, the Treasury can offer you an exciting opportunity to influence decision making that affects the whole of the UK. Working at the heart of government, we collaborate across government to promote responsible public spending and drive strong and sustainable economic growth.

Our work ranges from protecting customers through the regulation of the financial sector, helping to reduce carbon emissions and creating a greener economy, to promoting British trade around the world and supporting people across the country on jobs, growth and more.

We are part of the Darlington Economic Campus, a pioneering new cross-government policy making hub which brings people together to play an active role in the most important issues of the day whilst working closer to the communities we serve. The campus provides the opportunity for people from all over the UK to help shape the future of the country, and our flexible working practices ensure you can collaborate effectively with our partners. It's central government, made more accessible to you!

## About the Group

### **Business and International Tax**

The aim of the Business and International Tax (BIT) Group is to provide strategic oversight of business, environmental, transport, property, VAT, excise taxes and customs duties that together raise revenue of over £400 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 business investment and economic growth, 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.

## About the Team

### **Corporate Tax Team**

Are you looking to join a welcoming, friendly and diverse team, working at the heart of Government's economic and fiscal objectives?

The Corporate Tax (CT) team works on high-profile and politically important policy measures that are central to the government's economic and fiscal objectives, whether that's encouraging business investment, improving the UK's international competitiveness, protecting the UK's tax base or finding new ways of raising revenue.

The team's CT Strategy branch is responsible for the domestic CT system and a range of other taxes including the Digital Services tax and Electricity Generator Levy. The Financial Services (FS) tax branch is responsible for the direct taxation of the UK's FS sector, including banks, insurers and asset managers.

Our work is dynamic, and can be fast paced with short deadlines. The focus is on tax areas that are technical but equally prone to hit the newspaper headlines, meaning the work is relatable and exciting. You will be given lots of support to help you develop the skills needed.

This role is stretching and fun. It provides a great opportunity to work on high-profile issues that have a direct impact on the government's finances, a wide range of financial services firms and individuals, and on the UK's attractiveness as a place to do business. The post holder will work flexibly across both the FS tax and CT strategy branches of the team – with the exact portfolio reflecting ministerial priorities, the needs of the wider CT team and individual preferences. The post will not have any formal line management responsibility but there will be opportunities to develop skills in mentoring colleagues and leading projects.

## About the Job

Tax policy roles involve assessing the economic, legal, technical, and political factors shaping a given policy choice. We work closely with HMRC and stakeholders inside and outside government to identify and understand challenges and opportunities in the corporate tax system. We engage in the detail of tax policy design which often involves in-depth research into a specific sector of the economy or type of business. Meanwhile, we connect corporate tax policy to HMG objectives, particularly growth and net zero missions.

Roles in the CT Strategy and FS Tax branches cover a wide portfolio of Corporation Tax and other related tax issues. Our work can change at short notice in response to ministerial requests and stakeholder engagement, which draws attention to new policy challenges.

The post holder will be responsible for leading a range of stretching projects within the team. These are likely to include maintenance and reform of existing taxes; the development of policy in response to taxpayer challenges; and management of policy consultations involving business and other external engagement.

The post holder will therefore need to be comfortable managing multiple projects in parallel, often at varying speeds.

Key accountabilities for this role include:

- Developing expertise on the corporate tax system and financial services tax.
- Leading on analysis, project management, and advice to ministers covering a wide range of Corporation Tax and financial services tax issues (including in relation to investment funds and asset managers), which accurately reflects the complexity of the issues, key trade-offs and their relevance to government objectives.
- Building positive relationships with HMRC, Treasury teams, other government departments and industry partners – ensuring that relevant issues, and ministerial priorities in relation to those, are well understood.
- Taking forward elements of policy on the future of Corporation Tax.
- Acting as a key point of contact for corporate tax and financial services tax, dealing with any problems or queries as they arise.
- Supporting the wider team – through effective line management, a willingness to work flexibly, and by actively contributing to the overall culture of the branch, team and group.

Prior knowledge of the business tax landscape is not required for the role. BIT has an excellent offer for tax policy training which all BIT staff are encouraged to undertake. Several current team members have undertaken professional tax qualifications.

### Candidate Drop-In Session – Microsoft Teams

The hiring manager will be running a candidate drop-in session for this role to give you greater insight about the role as well as the chance to learn more about HM Treasury and ask any questions you may have. If you would like to join us, then use the link below to join the call at the right time.

Friday 7<sup>th</sup> February 2025 @ 13:30 [Join the meeting now](#)

If you would like to speak to the hiring manager informally prior to the closing date for applications to find out more about the job, please contact Sam Betley – [Samuel.Betley@hmtreasury.gov.uk](mailto:Samuel.Betley@hmtreasury.gov.uk)

### About Your Application

Your application will consist of a CV and a **1000-word personal statement**.

Your CV should consist of your career history, including any key achievements in each role. Your CV will not be scored, but instead will be used to provide further context on your personal statement, and support conversations at interview.

Your personal statement should demonstrate evidence of how you meet the criteria listed below:

1. Driving forward and project managing work in a fast-paced environment.
2. Working together with and influencing others to achieve organisational objectives.
3. Undertaking robust analysis, to ensure a strong evidence base that enables effective decision-making.
4. Stepping back from day-to-day tasks to understand where your work fits in to broader organisational objectives.

These criteria have been identified as the essential skills or experience for the role, so it is important that you include evidence to demonstrate you have the skills or experience we are looking for. You should not include any personal identifying information within your CV or personal statement.

Please review the Candidate FAQ document that is attached to the advert for more guidance on how to complete your application form.

### Candidate Guidance Support Session

We will be running an overview of Success Profiles and the STAR approach; top tips for the application and interview process and an opportunity to ask general questions around our recruitment practices. If you would like to join us, then use the link below to join the call at the right time.

## Your Interview

At interview stage, you will be assessed on the below criteria:

- **Strengths**
- **Behaviours:**
  - Making Effective Decisions
  - Communicating and Influencing
  - Seeing the Big Picture
  - Delivering at Pace

### Interview Task/Presentation

Prior to your interview, we will contact you about a task/presentation that the interview panel would like you to complete as part of the assessment. The exact details will be communicated to you nearer the time.

## Flexible Working Arrangements

HM Treasury views flexible working as essential in enabling us to recruit and retain talented people, ensuring that they can 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; part-time, compressed hours and job sharing. Additionally, we operate flexitime systems, allowing employees the flexibility to adjust their working patterns throughout the week which is subject to operational needs and line management approval.

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 can realize their potential and achieve a healthy work-life balance.

HM Treasury operates an office based working approach across all Treasury sites - Darlington, London, and Norwich, and along with the rest of the Civil Service, has an expectation of a minimum of 60% attendance in the office, along with working remotely. This blended working approach allows you to work collaboratively, meet stakeholders face to face, support others and promotes a healthy work life balance (please be aware that this role can only be worked in the UK and not overseas). Some roles will not be suitable for Hybrid Working. Similarly, Hybrid Working will not suit everyone's circumstances. Arrangements will be discussed and agreed with the successful candidate(s) and subject to regular review. All our offices have been recently modernised and designed to collaborate and connect with colleagues as well as desk and quiet space to allow a range of ways to work.

The office working expectation is linked to location of the role, if you apply to a post in a single location then you will not be able to meet this expectation at any of our other sites or be able to move your role to another location.

## Benefits

- 25 days annual leave (rising to 30 days after 5 years), plus 8 public holidays and the King's birthday (unless you have a legacy arrangement as an existing Civil Servant). Additionally, we operate flexitime systems, allowing you to take up to an additional 2 days off each month.
- Flexible working patterns (part-time, job-share, compressed hours).
- Generous parental leave and adoption leave packages.
- A Civil Service Pension which provides an attractive pension, benefits for dependants and average employer contributions of 27%
- Access to a cycle-to-work salary sacrifice scheme and season ticket advances.
- A Rental Deposit Advance Scheme to help meet the total costs of deposits for privately rented homes.
- Access to HM Treasury's benefits portal allowing you access to a range of discount codes for online shopping.
- A range of active staff networks, based around interests (e.g. analysts, music society, sports and social club) and diversity.
- Access to a range of allowances if eligibility applies. These include profession related allowances.

## Equal Opportunities and Reasonable Adjustments

HM Treasury is a Disability Confident Leader. This means we've been recognised as an employer which is confident and leading the way in recruiting and retaining staff with disabilities. We will offer an interview to any applicants with a disability who have indicated they wish to take part in the disability confident scheme, provided they meet the essential criteria for the post set out in the person specification.

HM Treasury is committed to being an Equal Opportunities Employer. We wish to ensure that all applicants are treated fairly and appointed solely on their suitability for the role. We welcome the opportunity to speak with you to discuss what adjustments can be made to help you demonstrate your full potential whatever the type of assessment used.

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your online application form. If you would like to speak to the recruitment team regarding this, you can contact them on [hrrecruitment@hmtreasury.gov.uk](mailto:hrrecruitment@hmtreasury.gov.uk).

## Complaints Procedure

Our recruitment process is underpinned by the principle of recruitment based on fair and open competition with decisions made on the basis of merit, as outlined in the Civil Service

Commissioners' Recruitment Principles. If you feel your application has not been treated in accordance with these principles and you wish to make a complaint, you should in the first instance contact HMT by email: [hrrecruitment@hmtreasury.gov.uk](mailto:hrrecruitment@hmtreasury.gov.uk)

If you are not satisfied with the response you receive, you can contact the Civil Service Commission, which regulates all Civil Service recruitment.