



POSITION PROFILE

Tax Accountant /  
Tax Manager



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## Narrative

GAP is seeking to recruit a Tax Accountant / Tax Manager. This is an excellent opportunity for a qualified or part-qualified tax professional to join a fast-paced, growing business. In this newly created role, you will support the Finance Team and manage all aspects of tax reporting and compliance.

## Key Relationships

- Finance Director
- Business function senior managers
- Tax Authorities and External Tax Advisors





<b>Job Title:</b>	Tax Accountant / Tax Manager
<b>Reports to:</b>	Laura Goodlet
<b>Location:</b>	Glasgow (Office Based)

## Key Responsibilities

### General:

- Continuous review of tax compliance processes and controls
- Assist internal stakeholders with tax-related queries and issues
- Oversee inquiries from HMRC
- Identify, assess, and manage potential tax risks within the organisation
- Understand GAP systems and processes
- Review documents supplied by external tax advisors

### Corporation Tax:

- Calculate corporation tax provisional figures prior to finalisation by external tax advisors
- Calculate deferred tax and preparation of FRS102 tax disclosure notes for financial statement inclusion
- Conduct quarterly corporation tax payment on account calculations
- Coordinate with other teams, suppliers, and external tax advisors to prepare capital allowance claims

### VAT:

- Prepare quarterly VAT returns for the group
- Forecast VAT for cashflow purposes
- Notify HMRC of opting to tax decisions

### Employment Taxes:

- Prepare PAYE Settlement Agreements

### Other Areas of Tax:

- Business relief considerations
- Construction Industry Scheme compliance

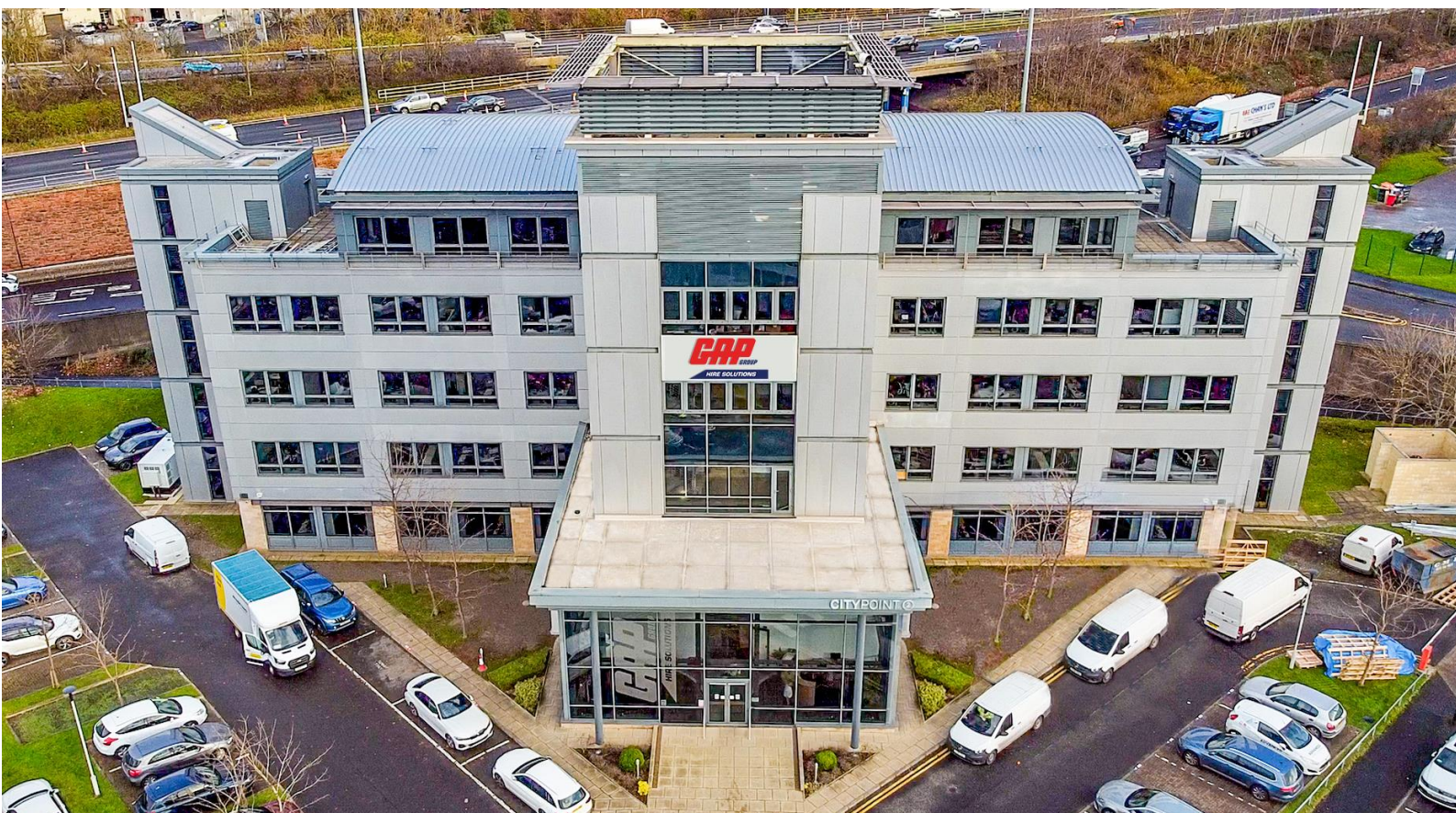


This role would suit a qualified or part-qualified tax professional who possesses a strong foundation in tax principles and regulations and is eager to further refine their expertise. As a pivotal member of the GAP team, you will take charge of overseeing the comprehensive spectrum of tax-related activities for the Group and its affiliated entities.

You will play a central role in ensuring adherence to tax laws and regulations while identifying opportunities for optimisation and efficiency in our practices. This position offers an exciting opportunity for growth and professional development, allowing you to expand your skill set and broaden your experience in a dynamic and challenging environment.

### **The key candidate requirements for the position include:**

- Possession of, or working towards, a professional qualification such as ICAS, ACCA, ICAEW, or CTA
- Strong interpersonal skills, enabling effective relationship-building with colleagues and stakeholders across the organisation
- Proficiency in handling and analysing substantial datasets
- Demonstrated commitment to continuous professional development, staying abreast of current tax developments and Caselaw
- Strong planning, prioritisation, and problem-solving skills. The successful candidate must be adept at managing multiple tasks within deadlines





<b>Salary:</b>	£Competitive
<b>Company Pension:</b>	Following the probationary period – employee contribution 5%; employer contribution 4%
<b>Holiday Entitlement:</b>	22 days per year, plus public holidays. This increases by 1 day per year, up to a maximum of 25 days. There is an option to purchase up to an additional 5 days of leave per year
<b>Additional Benefits:</b>	Life assurance (after one year's service) Free gym membership at Glasgow Caledonian University Subsidised lunch Free flu jab Recently renovated office setting Subsidised parking Staff welfare fund Cycle2work scheme



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## The Recruitment Process

- Initial interviews are with our retained advisors at Rutherford Cross
- Second stage with Laura Goodlet and Andrew Telfer (FD)
- Third stage will be an informal chat