



Job title: Indirect Tax Manager

Core information

Location: London head office	Lines of business or shared capability area: Finance & Strategy
Reports to: Pritesh Kotecha	
People Management: Yes	
Assignment Management: No	
Partnership Level: Partnership level 6	Manager's Partnership level: Partnership level 5
Number of direct reports: 4	Partnership level(s) of direct reports: Partnership Level 7 & 8

About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands – John Lewis and Waitrose.

We aren't an ordinary business, though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique Purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

Critical purpose of the role

As a Partner in our business your number one focus is to work collaboratively to create more value for our customers and our Business.

You are responsible for ensuring the overall compliance and integrity of the Partnership's indirect tax returns and affairs through ensuring compliance with legislation and regular monitoring and implementation of robust and sustainable tax controls.

To support the Tax Lead in setting the indirect tax strategy and policies for the Partnership, monitoring legislative developments and identification of their impact on the Partnership, and delivery of solutions to ensure compliance. You will provide advice to senior stakeholders on tax matters related to pan Partnership activities.

You will provide proactive leadership, people management, assignment management, people development, training and coaching to Partners within the Tax team.

You will be empowered to make decisions through representing Finance at leadership meetings, governance and steering



groups as required by the Executive area.

You will have the opportunity to develop and stretch personally and professionally to achieve your potential.

The Partnership supports agile and flexible working practices, such as when, where and how we work. We have several different ways to work flexibly, including part-time, flexible or compressed hours, and job sharing. Head office areas also support a blended working approach.

We celebrate diversity and inclusion in the John Lewis Partnership and we are committed to becoming the UK's most inclusive business, reflecting and connecting with the diverse communities that we serve.

Primary Outcomes & Accountabilities

Quality & Compliance

Review of indirect tax returns prior to submission to the relevant tax authorities. Indirect excludes Customs returns but includes an overview of Excise processes.

Review the VAT input for the year end/half year reporting process. Monitor Partnership indirect tax risks and mitigate risks by ensuring tax-related controls are operated correctly and are fit for purpose.

Review and communicate legislative changes and case-law. Liaise with other functions e.g. Internal Audit, Business Risk, HR, Legal and Company Secretarial to identify and advise on new business and corporate initiatives.

Identify opportunities to optimise the Partnership's tax position, ensuring that arrangements are managed and implemented in line with the Partnership tax strategy.

Maintain good working relationships with external tax advisers and HMRC.

Ensure processes and systems are adequate for the Partnership's indirect tax affairs to be fully compliant.

Monitor and mitigate indirect tax risks by ensuring indirect tax-related controls are operated correctly and are fit for purpose.

Line management responsibility for an Indirect Tax Assistant Manager and 3 Tax Analysts.

Service Delivery

Measures of success

- Personal PDP in place with stretching objectives
- PDP's in place for all direct reports
- Timely and accurate returns, payments and reporting of tax liabilities
- Regular meetings held and quality of service maintained. Internal controls consistently 'pass'
- Timely, accurate and relevant Advice.
- Feedback from stakeholders



Ensure the team maintains close contact with Finance and Commercial teams and provides advice and value added insight concerning initiatives in the business, to ensure that tax implications are both known and understood from a financial and systems requirements perspective.

Skills

- CTA or equivalent or ACA/ACCA with extensive corporate tax experience.
- Strong up to date indirect tax technical knowledge in a large corporate environment.
- Experience in leading, influencing and developing tax related processes.
- High level stakeholder management skills. Being able to explain complex tax issues clearly.
- Line management experience.
- Ability to influence and experience in driving tax related continuous improvement.

Qualifications & Experience (where applicable)

Essential

- CTA or equivalent or ACA/ACCA with extensive Tax experience
- Strong indirect tax technical knowledge and solid understanding of tax accounting



Desirable

- Good understanding of other tax areas.
- Experience with tax aspects of property transactions
- Technology and how it can help improve indirect tax processes

Version	Created/updated by	Date