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| <b>TRINITY</b><br>COLLEGE LONDON   | <b>Job Description</b>                         |
| <b>JOB TITLE:</b>  | Head of Tax                                    |
| <b>Accountable to:</b>   | Finance Director / Legal Director              |
| <b>Staff managed:</b>  | <i>Global network of professional advisors</i> |
| <b>PURPOSE OF THE JOB</b>  |  |
| <p>The role of the Head of Tax is to lead Trinity's strategic direction, planning and implementation of tax advantage positions fully compliant with local jurisdictions.</p> <p><i>Although the role is that of a specialized nature it is important that the individual carries out duties within the context of the business setting of Trinity. Further, in this regard the role needs to work with colleagues of many disciplines and must be adept at distilling complex issues into understandable solution options, so business leaders can make informed decisions.</i></p> <p><u>Component parts:</u></p> <ol style="list-style-type: none"> <li>1. Own and develop Trinity's tax strategy</li> <li>2. Investigate and implement tax structures/protocols for each jurisdiction</li> <li>3. Establish modus operandum for tax services</li> </ol>  |  |
| <b>KEY ACCOUNTABILITIES &amp; TASKS</b>  |  |
| <p><u>Key Deliverables</u></p> <ol style="list-style-type: none"> <li>1. Create global network of tax advisors and processes to update, refresh inaugurate tax protocols in each jurisdiction and also to scan for new developments</li> <li>2. Establishes and refreshes a tax strategy relevant for the Trinity group and its operations</li> <li>3. Run framework and protocols to enable tax compliance in each jurisdiction including; <ol style="list-style-type: none"> <li>i. Income tax (including withholdings)</li> <li>ii. Sales tax / VAT</li> <li>iii. Other taxes</li> </ol> </li> <li>4. Monitors tax compliance in each jurisdiction</li> <li>5. Provide framework for defining the organization in operational terms that are relevant to and understandable to tax authorities and tax advisors.</li> <li>6. Works in conjunction with legal team in advising on appropriate legal structures</li> <li>7. Develop risk heat map that prioritizes developing tax protocols in each country tax regimes</li> <li>8. Creates framework for working with the business and other support functions on how and when to engage taxation services</li> <li>9. Financial evaluations; <ol style="list-style-type: none"> <li>a. Quantifies and monitors Trinity's tax exposure</li> <li>b. Assists in design and evaluation of fee structures</li> </ol> </li> </ol> |  |

## JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

We are looking for an experienced tax management professional with a legal (e.g. LLM) Tax (e.g. ADIT) and/or chartered accountancy qualification (e.g. CA/ACA/CTA). The role requires a minimum of 5 years post qualification experience.

Key experiences / skills are;

- Ability to synthesize complex legal and tax issues and offer practical solutions,
- Practical experiences of delivering solutions in different countries,
- Ability to establish, nurture and control (from a work and cost perspective) a network of qualified professional advisors across the world including at partner level,
- Ability to interface effectively with tax and legal authorities across the world,
- To be able to define and enable tax strategy for the Trinity group

In addition, the following are desirable;

- Sound IT skills including use of all Microsoft Office packages,
- Exceptional client service along with the ability to develop excellent client relationships,
- Strong project management skills

## CONTACTS: INTERNAL AND EXTERNAL

*List key contacts expected in the day to day operation of the role.*

### Key Working Group

1. Group Director Finance
2. Legal Director
3. Network of professional advisors (mainly partners and senior managers)

### Extended Working Group

1. Hub leaders
2. Country manager

### Leadership Group

1. CEO (occasionally)
2. Executive group
3. Audit committee and Council (on occasions)

## FINANCIAL PARAMETERS

*State if any responsibility for delegated budget; if not state seeks approval before incurring or committing to spend*

Tax fees anticipated in the region of £150k per year which should mitigate exposures estimated at £5m per year.