

Valuable work, valued people.

Opportunities with HM Revenue & Customs



Local Compliance Accountants

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About the Department

What we do

You probably know HM Revenue & Customs (HMRC) as the people who collect tax, but there's far more to us than that. We've moved beyond our traditional business of assessing and collecting taxes and providing valuation services.

We're now responsible for National Insurance, making sure the National Minimum Wage is properly paid, paying tax credits and collecting student loans. Our aim is to administer the tax and customs systems fairly and efficiently. We know, for example, that most people and businesses want to do what is right - to pay what they owe and claim only what they are due. We're committed to making it as easy as possible for our taxpayers, claimants and other customers to get it right. We will also protect society further by dealing with anyone who intentionally avoids their responsibilities.

We have a turnover of around £423 billion in tax, duty and National Insurance contributions, an annual budget of over £4.5 billion and over 50 million individual and corporate customers. We're a big and diverse organisation, employing around 80,000 people, many of them in contact centres, customer service and customs roles at ports and airports.

Our goal is to continuously improve our customer service, helping our customers meet their obligations and enforcing compliance on those who deliberately avoid their responsibilities.

Like most other big organisations, we employ a lot of specialists like lawyers, accountants, economists, policy advisers and project managers. We're renowned for our cutting edge diversity policies - and strongly believe in developing and caring for the people who work here, ensuring they have challenging and rewarding work to do.

HMRC has opportunities for Local Compliance Accountants to work within Local Compliance in the following locations: Manchester, Liverpool, Wolverhampton, Birmingham and Glasgow/Edinburgh.



**HM Revenue
& Customs**

Local Compliance (LC)

Local Compliance is responsible for most businesses and also for employees, other taxpayers and tax credit claimants.

Our Local Compliance Accountants (LCAs) contribute their expertise and understanding gained working in a commercial environment to providing advice on cases to tax specialists.

LCAs currently operate from five geographical groups across the customer segments. Whilst much of our work involves the Large & Complex and Small & Medium Enterprise segments, LCAs serve the whole range of taxpayers and traders covered by Local Compliance.

About the Department

Our structure



About the Department

What you will be doing

Accountancy is fundamental to the calculation of tax liabilities. Our tax experts and our customers rely on our Compliance Accountants across the range of taxes that we administer, and for all sizes of business and complexities of transactions. For some years HMRC has employed qualified Compliance Accountants who advise on accountancy practice and the technical interpretation and application of accountancy standards. They are also involved with the compilation of accounts and the examination of books, records and accounting systems and regularly provide guidance regarding commercial situations. Some years ago we began to expand this specialist service and now have over 130 Accountants in these roles throughout the UK, reflecting the increased importance of accounting standards and practice in determining the taxable profits of business enterprises.

Local Compliance employs Accountants to advise tax specialists on accounting matters that affect profits chargeable to corporation tax and income tax. The Accountants are spread across the country but work as a team, drawing on each other's specific areas of expertise. You might:

- ✓ Provide advice to colleagues on how accounting standards and other reporting requirements have been applied in financial statements, and on how complex transactions should be accounted for.
- ✓ Share your specific areas of expertise more widely within the Department, for example to support your Accountant colleagues, the Commissioners Advisory Accountant's Team and Policy Specialists.
- ✓ Represent the department at meetings with taxpayers, their advisors, industry bodies, accountancy bodies and other external contacts.
- ✓ Coach tax specialist colleagues in accountancy, financial reporting and audit principles and practice.
- ✓ Advise across Local Compliance in relation to particular avoidance schemes.
- ✓ Occasionally, act as a witness at Commissioners' hearings.

Some degree of travel, including occasional overnight stays, is essential.

Additional Local Compliance Accountant posts have been created across Local Compliance. This is a result of:

- ✓ The department's moves to address corporates' affairs more quickly,
- ✓ The introduction of international accounting standards and new UK GAAP.
- ✓ Internal staff movements.

The majority of our Local Compliance Accountants joined us from the profession or industry to enjoy life on the other side of the table. In return for your expert knowledge, we offer exceptional training and development, a genuine work/life balance, and truly challenging and rewarding work.

About the Department

What you will be doing

An interview with one of our Local Compliance Accountants

Prior to joining HMRC, Richard spent seven years working for a Top 20 firm in its auditing and business advisory department and 18 months as a Financial Controller at one of his former clients. Richard joined HMRC as a Local Compliance Accountant just over a year ago.

Q. What made you apply to your role with HMRC?

I enjoyed the technical side of my role in practice, especially in dealing with complex audit and accounting issues. I wanted to be able to combine challenging technical work with a better work/life balance and HMRC seemed to be the ideal place to be to achieve this.

Q. Please describe a typical day

One of the best things about the role is that there aren't many typical days. My main role is to provide advice in respect of significant tax risks relating to complex accounting issues. This often involves providing written advice but I also regularly deal with informal ad-hoc queries from tax specialists about various accounting matters. Other activities I undertake include attending meetings with customers, their advisors and with colleagues, attending technical updates, and receiving and presenting training. A typical day will almost always involve a good work/life balance.

Q. What have you worked on in the last month?

In the last month I have advised on cases involving a wide variety of accounting issues including intangible assets, share option schemes, provisions and foreign exchange. With two of my colleagues, I completed a project in respect of the potential tax risks involved with the use of International Financial Reporting Standards. I have also attended a two day Compliance Accountants' conference, a team meeting with colleagues in my region, a tax update course and a report writing course.

Q. What are the most enjoyable parts of your role?

I enjoy the responsibility, the variety of the work and the technical challenge of advising in respect of some relatively high profile cases. I am able to manage my own time whilst knowing I have the support of colleagues, both locally and nationwide. It is satisfying when cases reach a successful conclusion and gives you the feeling that your work does make a difference.

We have access to a range of technical resources to help us provide expert advice. There is also a large emphasis on training, both in-house and external, ensuring that we are technically up to date and that our professional skills are continually developed. Most of all, I enjoy the quality of the work and the work/life balance.



What HMRC can offer you

Balancing work and life!

We recognise that work isn't the only thing in life so we offer a range of family-friendly policies to help you achieve a desirable work/life balance.

As your technical skills are stretched and developed, you'll receive training and support to help you deal with other things you may encounter.

A role within HMRC offers varied, stimulating and rewarding work in an environment where your professional expertise makes a real difference. We're currently facing a change agenda - and your experience and opinion will be a valuable contribution.

What we offer

Our comprehensive **benefits** package includes:

- ✓ Generous pension scheme
- ✓ Annual leave allowance of 22 days from commencement of service, rising to 25 days after one year, plus an additional minimum of 10 public and privilege holidays (depending on the location of your office)
- ✓ Generous maternity and paternity leave
- ✓ Full reimbursement of your essential professional subscriptions paid during employment with HMRC
- ✓ A dedication to your continued professional development
- ✓ Substantial commitment to your personal training and development
- ✓ A childcare voucher scheme



About you

You will have

Qualifications:

- ✓ A recognised accountancy qualification from, and continuing membership of, one of the following: CCAB accountancy bodies: ICAEW, ICAS, ICAI or ACCA.
- ✓ Post-qualification experience gained preparing, auditing or examining the statutory accounts of businesses, at a level where you dealt with significant and complex technical accountancy matters.
- ✓ Practical experience of IFRSs.
- ✓ Post-qualification experience outside HMRC with an accountancy practice or in a similar environment, preparing or auditing the accounts of companies at a sufficient level and authority to appear credible to tribunals, accountancy firms, taxpayers and senior HMRC officers.

Skills and abilities:

We will consider your competencies as follows:

Using resources, decisions and actions to deliver

- ✓ You identify when evidence is required and know how to obtain, validate and evaluate it. You will use evidence to inform decisions and understand various sources of information, different tools of analysis and different methods of summarising and presentation.
- ✓ You appreciate complex, inter-related issues that affect performance and do not take an isolated stance.
- ✓ You seek outcomes which are effective, relevant and achievable.
- ✓ You are decisive and take action to make sure that performance stays on track.

Understanding Context and Change

- ✓ You think strategically, looking beyond the immediate factors that impact on your work.
- ✓ You think ahead, looking out for developments in policy, your operating environment and issues that affect your business and consider how they relate to your work.
- ✓ You convey a corporate message consistently and in ways that are meaningful and useful to customers, colleagues and others.



About you

You will have

Personal Impact and Influence

- ✓ You take a personal approach to seeing that results are achieved and progress made - you are responsive to problems, you get actively involved and support others to resolve them.
- ✓ You have an assertive approach, and can work comfortably with people in all situations and at all levels.
- ✓ You can influence others, for example, by communicating a compelling argument, sharing know-how, challenging and developing them.
- ✓ You listen to others' opinions and share experience and knowledge.

Working With and Through Others

- ✓ You listen and take account of other peoples' views, seek to understand them and engage in authentic consultation.
- ✓ You are open and encouraging, cultivating innovation and seeking contributions, opinions and feedback, valuing and building on them.
- ✓ You communicate complex messages in clear and meaningful ways.
- ✓ When influencing others you use a range of styles to suit the occasion and audience.
- ✓ You are aware of the impact and you encourage two-way communication, checking for understanding and reception.

Terms and conditions of employment

Equal Opportunities and Eligibility

HMRC is an equal opportunities employer, committed to equal opportunities policies. We welcome applications from people of every background so that our workforce reflects the community we serve. People who wish to work part-time are welcome to apply and specific details of the working pattern will be discussed with the successful candidate. Applicants should be aware that we might not be able to accommodate a particular working pattern. We will, however, do our best to meet the needs of yourself and the business.

Eligibility

To avoid possible disappointment at a later stage, we recommend that you check you're eligible before applying. The main criteria are set out in the 'About you' section.

Age

HMRC welcomes applications from eligible candidates of all ages. Should your application be successful, we'll require your date of birth for administrative purposes. This information is used only by administrators and is not available to anyone involved in the actual selection process.

Nationality

These are non-reserved posts. For full details on nationality requirements, please refer to www.hmrc.gov.uk/jobs/lookingfor.htm

Enhanced Security Checks

HMRC has an exemption under the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). Applicants who reach the interview stage of the recruitment process will be asked to declare any criminal convictions, including spent convictions and cautions, to allow basic security checks to be completed. Declaring a criminal conviction will not prevent you from being successful in your application, but it may exclude you from applying for other posts within the Department. If you've resided outside the UK we may ask you to provide a Police Certificate from any country you resided in. We recommend you enquire now about how to obtain a Certificate. Our decision to request one will depend on when and how long you resided abroad.

Candidates with a disability

We invite you to tell us about any disability you may have and any assistance we can provide at interview. Please complete the enclosed form if appropriate. If you're invited to interview and wish to discuss the assistance you require, we'd be happy to talk about particular arrangements with you nearer the time. By disability we mean a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

Guaranteed Interview Scheme

HMRC is committed to the employment and career development of people with disabilities. To demonstrate our commitment we use the Disability Symbol, which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria of the job they're applying for.

The recruitment process

Interviews and how to apply

All applications will be sifted against the eligibility criteria set out in the section titled "About you" and successful candidates will then be invited to attend an interview with HMRC.

As part of the HMRC interview, you will give a short presentation, based on a case study, for which preparation time will be allowed. There will also be some technical questions during the interview. Both the presentation and questions will seek to assess your technical accounting knowledge and your ability to appear credible in presenting it. In addition you will be asked to provide specific examples to illustrate that you have the skills and abilities as described in the "About you" section.

Key dates:

Closing date for applications: 13th November 2008.

Interviews: where we can, interviews from 24th November 2008.

Application is by CV and covering letter.

To apply you can upload your documents directly on www.hays.com/jobs/hmrc or you can email them to Hays at hmrc@hays.com or post to:

HMRC – Local Compliance Accountants
Hays Public Services
3rd Floor
1 Southampton Street
London WC2R 0LR

For an informal discussion about the roles or the recruitment process please contact Andie Cooper or Jonathan Shilton on 020 7520 5990 or email: hmrc@hays.com

Please state clearly on your application which location(s) you are applying for.

A reserve list will be created for 12 months for these positions. This may be used to fill further vacancies in the future.

The Department's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commissioners' Code which can be found at www.civilservicecommissioners.org. If you feel your application has not been treated in accordance with the Code and you wish to make a complaint, you should email jobs.hmrc@hmrc.gsi.gov.uk in the first instance. If you are not satisfied with the response you receive from the Department, you can contact the Office of the Civil Service Commissioners.





Terms and conditions of appointment

The following notes are designed to answer the most frequent queries we receive from prospective applicants.

Probation

The probationary period is 12 months and you'll be advised once this has been satisfactorily completed. If your probationary service is unsatisfactory, your employment may be terminated. Conditions of successful completion include satisfactory attendance and conduct, as well as performing to the standard expected in your work.

Hours

If you work full-time your working week is 36 hours in London (37 hours outside London), excluding meal breaks. You may, however, need to work more hours if your job demands it and as we may reasonably require. Your hours are worked over a 5-day week unless we agree differently.

Political activities

You'll be subject to certain restrictions on national and local political activities. These include standing as a candidate in parliamentary elections, canvassing on behalf of candidates and expressing views on matters of political controversy in public speeches or publications.

Other outside activities

You should not do certain outside work which might conflict with the interests of HMRC, or which is inconsistent with your official position. You may need prior permission to take on certain outside work.

Some of the benefits have already been outlined in 'What HMRC can offer you'. Here you'll find the fixed benefits that you're entitled to when you start working for HMRC.

Salaries

Pay and grading in HMRC is based upon broad pay bands.

The starting salary for this role(s) is £42,586 - £52,610 (National). Flexible starting salary across the range shown in line with knowledge and skills, plus excellent benefits.

Candidates who already work for HMRC, and staff from other Government Departments, will be paid in line with HMRC rules for pay on promotion or transfer.

Salaries and other benefits



Salaries and other benefits

Pension

Most new entrants starting on or after 30th July 2007 have the opportunity to join one of the Civil Service pension arrangements.

Pension arrangements:

- **Nuvos:** a defined benefit occupational pension scheme with a member contribution rate of 3.5% and a pension age of 65. You'll build up pension calculated at 2.3% of your pensionable earnings each year. At the end of each year the total pension will increase with Retail Prices Index (RPI).
- **Partnership Pension Account:** a stakeholder pension with an employer contribution based on your age. You do not have to contribute but if you do, we, as your employer, will match your contributions up to 3% of your pensionable earnings. The employer matching-contribution is in addition to the age-related element.
- **Premium:** In certain circumstances re-joiners may have the option to join the Premium pension scheme, a final salary occupational pension scheme with a 3.5% member contribution rate and a pension age of 60. The Premium scheme is only open to re-joiners who have at least two years previous service and whose pension is not yet in payment.

Your starter-pack will explain more about the options open to you.

Important note: If your contract is expected to last for less than 12 months you need to be aware that you'll **not** automatically be enrolled into the pension scheme and will need to take some action yourself if you wish to join. More information about this can be found in the starter-pack you'll receive, or you could contact our pension scheme administrators: HMRC Pension Services, South Block, Barrington Road, Worthing, West Sussex BN12 4XH or telephone 01903 705500 Option 4.

More information about the Civil Service pension arrangements can be found on the Civil Service Pensions website: www.civilservice-pensions.gov.uk

Leave

You'll have an annual leave allowance of 22 days increasing to 25 days after one year and 30 days after 10 years qualifying service. In addition, you'll receive public and privilege holidays depending on the location of your office. We also provide a range of family-friendly leave so you can balance your work with home life.