TAXATION DISCIPLINARY BOARD

www.tax-board.org.uk

Role Title:	TDB Executive and Strategy Officer
Reporting to:	TDB, Chair
Hours:	21 hours over 3 days
Salary:	£49,000 - £65,000 FTE
Location:	Remote Working & Central London
Key Responsibilities:	• Providing administration and management of day-to-day operations of the Taxation Disciplinary Board • Providing for business continuity for TDB in the event of non-availability of the TDB Clerk, requiring job-holder to be familiar with Clerk's duties and provide cover for a sufficient number of hearings to be able to step into the role if required (with presumption that job-holder will normally be legally qualified) • Working closely with the Board Chair including informing them of emerging issues that have the potential for reputational impact at the earliest possible instance • Ensuring regular update of TDB policies, guidance (particularly the Indicative Sanctions Guidance), office handbook and operational processes and procedures, risk register and business continuity plans and regularly undertaking benchmarking with other similar regulators • Compiling the Annual Report in consultation with the Chair • Preparing and supplying high-level monthly case progress reports to the Board • Maintaining and reporting on KPIs and patterns of member referrals for the TDB Board and TDB Sponsors • Arranging all meetings, whether face to face or via Teams, including booking rooms and lunch where necessary

TAXATION DISCIPLINARY BOARD

Company Secretarial:	• Managing internal governance, policies and processes • Acting as Secretary to the Board, including making administrative arrangements, preparing the agenda, preparing and circulating board papers and minutes, and identifying and taking forward actions. • Undertaking statutory duties under the Companies Act • Supporting finalisation of the Annual Accounts • Undertaking administration of the AGM
People:	• Line managing the TDB Administrative Assistant • Managing availability and attendance of Disciplinary Tribunal members • Organising recruitment of new Directors and Panel Members • Managing contracts for employment and services (including those for the Clerk and Panel Members) • Responding to Panel Member queries • Organising (and preparing supporting materials for) the annual Panel Members training day • Liaising with CIOT/ATT and, in particular, Professional Standards • Liaising with the Clerk
Financial:	• Paying invoices up to level prescribed with limit of authority and liaising with and briefing authorised Director for payment of higher value invoices • Organising banking and monitoring transactions on TDB accounts • Monitoring and progressing debt recovering with external agencies • Reviewing and commenting on the appropriateness of Panel Members' and the Clerk's fee and expense claims before passing to the authorised Director to authorise payment • Developing annual budget in collaboration with Chair and reporting on variances to the Board

Other:	• Monitoring GDPR compliance and reporting to the Board when action needs to be taken • Maintaining files and records on the TDB OneDrive • Arranging the publication of hearing notices and decisions • Ensuring that the TDB website and social media are up to date