

## Head of Tax

<b>Role</b>	Head of Tax
<b>Reporting to</b>	Managing Director
<b>Salary</b>	£65,000 to £75,000 Dependant on qualifications and experience
<b>Location</b>	Remote – Working from Home (UK)

## Job Description

### Overview of the Role

The Head of Tax is a pivotal leadership role within our specialist UK tax practice, focused on delivering exceptional tax advisory and compliance services to high-growth start-ups, scale-ups and innovation-led businesses, particularly those operating in the tech and R&D-intensive sectors.

As the technical lead for all things tax, you will combine deep subject matter expertise with a commercial mindset, shaping our service delivery, driving strategic initiatives, mentoring the team and building strong, trust-based client relationships. This role requires a nuanced understanding of the unique tax needs of early-stage companies, with specific experience in R&D tax relief, EMI/Employment Related Securities, SEIS/EIS, and growth-focused tax advisory.

You will work closely with the leadership team, playing a key role in firm strategy, technical excellence, client service and business development.

A core focus of the role is training and development, ensuring all employees, from new hires to experienced staff, receive both technical and professional development support. You will lead onboarding sessions, provide structured training on tax and financial reporting and compliance, and enhance soft skills such as client communication, complaints handling and expectations management.

In client relationships and support, the Head of Tax ensures top-tier service for key clients, maintaining strong relationships with larger accounts and stepping in where additional oversight is needed. They also take a hands-on approach to tax review, ensuring accuracy and consistency across all client deliverables. They oversee and finalise reviews across the team, providing a structured review process to maintain high standards.

Additionally, they support the firm's sales and upselling efforts by collaborating with the business development team to identify growth opportunities, particularly around data services and billing enhancements.

Finally, you will co-lead recruitment efforts, working alongside key team members to identify and onboard top talent, ensuring the firm continues to grow with the right expertise.

## Key Responsibilities

The key responsibilities of the Head of Tax are:

### Tax Service Delivery and Technical Leadership

- Lead and oversee the delivery of all tax services, ensuring technical accuracy, commercial value and exceptional client experience.
- Act as the lead technical advisor for complex tax matters, including R&D tax relief, corporation tax, SEIS/EIS, EMI / Employment Related Securities schemes and international structuring for growing tech businesses.
- Own the development and continual improvement of internal technical standards and review processes, maintaining high quality and consistency across the team.
- Maintain up-to-date knowledge of UK tax legislation relevant to our client base and proactively guide the firm on upcoming changes and their implications.
- Responsibility for commercials, including time and recovery review, as well as responsibility for communicating with clients regarding recovery matters. This includes supporting and guiding team members in handling challenging conversations with clients about time, scope, and fee recovery.
- Manage ad hoc client work and ensure capture of recoveries, addressing scope creep and ensuring billing for time-consuming advice that falls between the cracks.

### Client Relationship Management

- Build and maintain strong relationships with key clients, acting as the go-to advisor for strategic tax support.
- Lead tax planning discussions with Founders, CEOs, CFOs, boards and investors, offering proactive, tailored advice that aligns with their business strategy.
- Step in on complex or escalated tax queries, ensuring swift and commercially sound resolutions.
- Identify opportunities to enhance client value through tax structuring, incentive schemes and innovation-related reliefs.
- Lead client discussions, identify and diagnose tax risks and provide high-level technical input.
- Experience in engaging with Founders, CFOs and investors is key to translating complex issues into clear, practical advice.

### R&D and Innovation-Focused Tax Support

- Lead and grow our R&D tax offering, ensuring claims are technically robust, fully maximised and compliant with current HMRC standards.
- Act as an internal subject matter expert on R&D, coaching the team, refining claim methodologies and ensuring seamless client experiences from scoping to submission.
- Collaborate with clients to identify qualifying activities and costs, while educating them on documentation and best practices to mitigate HMRC enquiry risk.
- Work alongside the Head of Accounting to manage progress of R&D claims and review R&D claims, including reconciling the costs included in the claim to the accounts and/or Xero.
- Take ownership for identifying and resolving delays in the R&D claim process, particularly where clients fail to provide timely responses or required information, and delays in finalisation and submission of R&D claim / accounts / corporation tax returns.
- Ensure the team is supported in proactively managing blockers to improve overall efficiency and support KPIs related to turnaround time and responsiveness.

- Support the development of the firm's VAT advisory offering, with a focus on digital services and overseas sales. The role includes advising on place of supply, use and enjoyment rules, and overseas compliance obligations for fast-growing UK tech businesses.
- Expand the firm's transfer pricing expertise beyond intra-group services to cover international structuring, revenue attribution, and intercompany arrangements. The role involves advising on where profits should be booked and supporting scalable, compliant TP strategies.
- Advise Founders, investors and employees on personal tax matters, including income tax, CGT and employment-related securities. The role also includes supporting the Personal Tax Manager and reviewing complex returns and client advice where needed.
- Confidently tackle unfamiliar tax queries, applying strong fundamentals and commercial judgement. Provide initial views, escalating when needed, whilst staying responsive to evolving legislation and client needs.

### **Training and Team Development**

- Take full ownership of internal tax training provided to team members in both Onside Tax and Onside Accounting, ensuring processes and systems are easily accessible and well understood.
- Design and deliver structured tax training across the team, from onboarding new joiners to upskilling experienced staff.
- Serve as a mentor and technical coach, guiding tax associates and client-facing staff on complex matters and professional development, helping them recognise and deal with difficult client matters, such as tricky queries, client complaints, overdue tasks, etc.
- Lead internal knowledge-sharing initiatives and encourage collaboration across the tax and accounting teams.
- Provide support for Tax Associates during holidays, busy periods and generally in areas where service levels may be compromised.
- Act as a mentor for the Tax Associates and certain staff within the Onside Accounting team, engaging with peer groups in weekly forums to understand client issues, system weaknesses and encourage ideas for improvements.

### **Business Development and Growth Support**

- Support the Directors and Business Development team in identifying and converting new client opportunities, especially those involving tax advisory, R&D claims and innovation incentives.
- Work with Client Managers to spot and pursue upselling opportunities across the client portfolio, including additional tax services such as EMI valuations, international structuring and bespoke advisory.
- Contribute to marketing and thought leadership, such as newsletter and factsheet development, webinars, blog posts and technical guidance, aimed at enhancing our market visibility.
- Responsible for marketing content, including newsletters, brochures, Onside Tax posts on LinkedIn with technical insight, etc.
- Support business development activities, collaborating with the MD and Founder as required.

### **Risk Management and Compliance**

- Ensure that all tax filings, claims and submissions are compliant and accurate.

- Support the team in responding to HMRC enquiries, liaising directly where appropriate and ensuring strong technical defence of all claims and advice.
- Maintain best-in-class internal documentation and processes for tax engagements, audits and reviews.

### **Recruitment and Operational Leadership**

- Co-lead the recruitment process for new tax hires, defining role requirements, interviewing candidates and ensuring effective onboarding.
- Contribute to capacity planning, team structure decisions and long-term workforce strategy.
- Work with the wider Onside leadership team to continuously improve operational efficiency, tech adoption and service quality.
- Process ownership, including step-by-step procedures in Karbon.
- Line manage the tax team, including providing leadership and guidance and ensuring clear communication of KPIs, individual goals and expectations.
- Foster a collaborative and supportive team environment, encouraging continuous learning and growth.
- Conduct regular performance reviews, quarterly reviews and annual appraisals to offer constructive feedback and support professional development.

### **Personal and Continued Professional Development**

The post-holder will be CTA qualified, or equivalent, with at least 3 years strong post-qualification experience in a UK practice environment. They will undertake, achieve and maintain the mandatory level of informal and formal training required to meet the company's expectations in terms of service standards, client service, quality and performance.

They will be exceptionally strong when it comes to having empathy and dealing with people (clients and staff). They will be dedicated and will work diligently to understand and resolve any issue that arises in the team. As the Head of Tax, they will bring a wealth of expertise and strategic insight to the team. Their proactive approach will ensure compliance with all regulations, while their analytical skills will help identify opportunities for optimisation. They will be committed to fostering a collaborative environment and providing clear guidance to support the firm's financial goals.

They will have a strong ability to identify and prioritise process changes needed, from radical changes to small but important tweaks. They will have proven experience of motivating the team around them to do a great job, through successful coaching, training and/or mentoring of their team members.

Additionally, the post-holder is expected to:

- Participate in training and support delivered by other Onside employees or external service providers;
- Provide training and support to all staff members responsible for client service and to other staff members in the areas noted previously.
- Take responsibility for own professional development, learning and performance and demonstrate skills and activities to others who are undertaking similar work.

In support of the post-holder's continued personal and professional development, the post-holder will:

- Participate in an annual Performance Appraisal to review the individual's performance against agreed targets;

- Take responsibility for maintaining and updating their own personal and/or professional development, learning, performance and skills to support colleagues, clients, raise standards of service and improve the performance of the wider team;
- In conjunction with their Line Manager, ensure that their performance is discussed and aligned to company's expectations and objectives.

## **Confidentiality**

In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to client companies, their directors and employees, and their financial position. They may also have access to information relating to the company as a business organisation. All such information from any source is to be regarded and managed as strictly confidential.

The post-holder will be expected and required to undertake and complete any other duties as deemed relevant to position and the business needs of the company. This job description will be subject to periodic review and amendment in consultation with the post-holder(s).

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## **Personal Specification**

### **Qualifications**

The post-holder will be CTA qualified, or equivalent, with at least 3 years strong post-qualification experience in a UK practice environment.

### **Skill and Experience**

The Head of Tax should have deep knowledge of UK corporate tax legislation, particularly in the context of start-ups, SMEs and high-growth tech businesses. They should bring proven experience in preparing and reviewing R&D tax claims and handling HMRC enquiries, with a confident understanding of current legislative and compliance expectations. Familiarity with SEIS/EIS, EMI schemes / employment related securities, international structuring and founder exit planning is essential, given the innovative nature of the firm's client base.

In addition to their technical expertise, the ideal candidate will demonstrate strong leadership and mentoring abilities, with experience managing and developing a small team. They will be commercially minded, client-focused and solutions-driven, capable of building trusted relationships with a wide range of clients and stakeholders. Excellent communication and interpersonal skills are essential for clearly explaining complex tax matters, managing client expectations and fostering strong relationships across the business and with external partners.

Strong interpersonal skills are vital and the post-holder must be able to navigate client complaints, team bottlenecks, upselling discussions and onboarding of new clients with clarity and empathy. They should feel comfortable addressing sensitive issues diplomatically while maintaining trust and positive outcomes.

The successful candidate should have at least five years' experience in a client-facing role within a professional practice, with a strong understanding of the full suite of compliance services offered by the company, including year-end accounts, VAT and payroll. They must

also possess excellent client and complaint management skills, particularly in relation to expectation-setting, relationship management and professional communication.

A flexible yet well-organised individual, the Head of Tax must be capable of self-managing and prioritising tasks in a remote, fast-paced and evolving working environment. These skills are equally important in managing the wider tax team, ensuring workloads are balanced, deadlines met and client delivery remains consistent during periods of high demand or leave.

Strong technical knowledge of the wider service offerings of the Onside group is essential to identifying opportunities beyond the scope of current engagements. This includes identifying upsell opportunities, promoting services such as fractional CFO services or accounting support and monitoring ongoing transaction levels to support fee negotiation and value-added advisory.

The post-holder must demonstrate the ability to work under pressure and manage competing deadlines, particularly where work and study commitments intersect. Excellent IT proficiency (Excel, Word, Outlook) and the ability to learn new software quickly are essential, alongside strong literacy and numeracy skills. A passion for detail and accuracy, combined with a genuine interest in start-ups, finance and business, will ensure success in this dynamic and rewarding role.

The ideal candidate will be fully supported with onboarding and training, but given their experience and qualifications, they should feel confident stepping into a fast-paced environment and beginning to contribute meaningfully from an early stage.

### **Residency and Visa Status**

The post-holder must be resident in and have a legal right to work in the UK.