**BARCLAYS INDIRECT TAX ROLE PROFILE - EFFECTIVE 30 August 2012**

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| Job Title | Assistant Manager |
| Job Grade | AVP/B4 |
| Business Area  (e.g. Cluster and SBU) | BFSS CFO Support | Taxation |
| Name of Current Job Holder  (if vacant leave blank; if interim say so) | - |
| Reports To  (line manager’s job title only) | Manager/VP |
| Number of Direct Reports  (the minimum requirement, but direct report job titles can also be listed here) | 0-4 |
| SAP Position ID Number  (If role/position on UK SAP HR system) | - |
| SAP Organisation Unit Number  (If role/position on UK SAP HR system) | - |
| Controlled Function AND For Which Company Registered (if role requires FSA Approved Persons registration) | - |

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| Overall Job Purpose | Responsible for VAT compliance, control and advisory support in relation to Barclays global operations (but predominantly UK) |
| Key Accountabilities & approximate time split (%)  (Ideally 4-10 points, or headings with sub-points. Quantify where possible e.g. cost/income budget, no of subordinates, likely no of yrs/mths to complete longest task. Could note key external/internal lateral relationships) | **Compliance [40%]**   * Preparation and review of UK VAT return calculations, in conjunction with SVRT/and or other stakeholders (including preparation of recovery rate calculations, AIP sweep, adjustments, voluntary disclosures, Intrastats, ESLs) * Providing input and recommendations into systems development, including the development of standardised Indirect Tax platforms and adoption of global best practices where appropriate   **Risk and Controls [40%]**   * Assist SVRT and other teams dealing with VAT returns and support them in the preparation of VAT returns * Manage VAT cash settlement, including reconciliation of VAT accounts * Performing a number of key controls, for example: KYC validation, reverse charge, Accown/AaRTS, invoice coding, Invoice Tool static data maintenance * Reviewing Asia region GST returns (some limited preparation work may be required) * Conduct risk and control analysis for indirect tax processes and identify areas where controls can be enhanced * Support periodic reviews and updates of key control and process documentation   **Business support [10%]**   * Provide training for SVRT and other key business areas as required * Provide advice to business areas as required * Support internal and external audits * Ensure practical implementation and follow up of any identified VAT opportunities * Coordinate regional indirect tax management information required by senior management * Provide adhoc support to other VAT team members where required * Explain Tax details and requirement to a non Tax person.   **Planning [10%]**   * Assist in developing ideas, providing input and analysis to various VAT savings and mitigation initiatives * Support practical implementation and follow up of any planning initiatives |

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| Person Specification  (Personal attributes essential to performing role: e.g. skills, competencies, expertise, knowledge, experience. Note: experience not to be time-bound) | **Essential**   * ACA, FCA or relevant professional (e.g. Tax) qualification. A strong candidate with non-UK VAT experience will be considered and potentially sponsored for UK VAT qualification * Minimum 2 Years of UK VAT experience preferably in to Compliance role and 4 years of overall work experience Strong individuals with equivalent VAT experience of any other EU country will be considered * Excellent business, communication/influencing, relationship/partnership and * planning/control skills   **Skills Required**   * Strong interpersonal skills and excellent communicator. Desire to provide top quality service to internal stakeholders from different areas of the firm /geographies * Willingness and ability to take ownership of issues and manage through to a successful resolution * Eye for detail and exception track record in managing and resolving conflict situations * Excellent analytical and problem solving skills with ability to think outside the box. * Ability to negotiate and influence senior management across the businesses * Ability to build strong partnerships across the business with excellent stakeholder management   **Preferred**   * Experience in IT systems, including SAP * Knowledge of global VAT systems * Financial/BPO/KPO Sector Experience |

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| Date of Completion of Role Profile  (month and year) |  |
| Name of Role Profile Content Creator  (person with this version electronically) |  |

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| Agreed by  Line Manager (for Approved roles only) | Name Chiu Ming Man Signature Date 30 Aug 2012 |
| Co-signed by  HR Business Partner (for Approved roles only) | Name Signature Date |