

JOB TITLE: Programme Manager – Tax

DEPARTMENT: Professional Development

LOCATION: Home based with travel to client sites/BPP offices as required

REPORTING TO: Director of Programmes, Professional Development

As Programme Manager – Tax you will be responsible for supporting the strategic and operational development of programmes within the Accountancy and Tax portfolio, focusing mainly on Taxation.

Main Responsibilities:

1. Course Delivery and Content Development:
 - Present up to 90 days a year for both public and in-house courses, with a strong emphasis on Taxation. Additionally, you will have the ability to teach other areas, such as financial awareness.
 - Develop high-quality course materials for all Tax courses and actively support freelance presenters with their content development.
 - Create an effective range of commercially optimised Professional Development short courses, delivering them through various formats to meet diverse learner needs.
2. Strategic Development and Budget Management:
 - Take an active role in the strategic development process, collaborating with the Director of Programmes and the Managing Director of Professional Development to create appropriate budgets, forecasts, and targets.
 - Act as the primary point of contact for any queries related to the range of programmes, providing support to the Director of Programmes and presenters involved in programme delivery.
3. Project Management and Client Relations:
 - Lead the implementation of large client programmes, taking charge of overall project management as required.
 - Collaborate with the Business Development Team and Marketing to ensure strong commercial support for the programmes.
 - Foster positive relationships with relevant institutes/professional bodies and clients when necessary.
4. Academic Content Management:
 - Manage the academic content and pedagogy of modules and programmes within the specialist area/product stream.
 - Regularly review public course outlines and website content, recommending improvements related to consistency, language, learning outcomes, and market focus, and coordinating their implementation.

People Management:

5. Team Leadership:

- Manage a team of module leaders and freelance presenters to ensure the successful design, deployment, and delivery of programmes within your stream.

General:

6. Collaboration and Improvement Initiatives:

- Explore synergies throughout the organization and contribute to continuous improvement efforts.
- Participate in the recruitment and selection of teaching staff, when necessary.
- Undertake other duties commensurate with the level of this role.

Supporting the Wider PD Business:

7. Business Development Support:

- Collaborate with the Business Development Team and participate in meetings to convert opportunities and leads.
- Contribute to improved success rates in tenders.
- Support the Customer Service Team with product updates.
- Participate in the PD resource planning process and contribute to the PD pricing model.

Skills, Knowledge, and Qualifications:

- Qualified tax accountant with an excellent technical understanding of tax, including Corporation Tax, VAT, aspects of international tax, and ideally personal tax.
- Demonstrated commercial and educational focus, along with leadership and coaching skills.
- Expertise in teaching Tax courses or a strong willingness to develop expertise in this area.
- Strong knowledge and understanding of the Taxation Professional Development field.
- Proven ability to prioritize tasks and manage the work of others effectively.
- Openness to seeking out and considering the opinions of others.
- Track record of delivering projects on time, within budget, and with a proactive approach.
- Excellent communication skills to effectively convey ideas and engage with various stakeholders.
- Ability to challenge and inspire people to embrace change processes.
- Adaptable to changing circumstances and ready to embrace new challenges.
- A collaborative team player with a keen eye for detail to ensure error-free and targeted programmes.

If you are passionate about Taxation and want to contribute to the growth and success of our Accountancy and Tax portfolio, we encourage you to apply for this exciting Programme Manager - Tax position. Join us in shaping the future of professional development in the finance industry.