



## Analyst Job Specification

### Primary Responsibility

To produce both Technical and Financial reports detailing areas of compliance in support of claims for corporation tax relief under the HMRC R&D Tax Credit Relief scheme, via identification, collation and interpretation of requisite technical and financial source data acquired direct from the client (or their representatives).

### Methodology

To liaise with client personnel (both technical and financial) by telephone in order to prepare them for a formal site meeting through;

- identification of projects undertaken by the client within the relevant accounting period(s) which may qualify as 'compliant activity' under the scheme
- identification of timeframe, resource deployed, tasks undertaken and outcome pertaining to each project
- confirmation of clients exposure to financial risk and treatment of qualifying costs within the financial statements
- where possible, acquisition of relevant source data (technical specifications, payroll data, invoices etc.) where in advance of the formal site meet
- To meet with the client personnel at their premises
- to finalise both the technical and financial detail of all qualifying activity and expenditure discussed during the preparation process
- to conduct a tour of the client facility in order to identify additional areas of compliance not previously discussed
- to complete the source data collection exercise, especially the financial information not obtained previously

To compile both Technical and Financial reports (using the templated format and checklists provided) in respect of the relevant accounting period(s), liaising with client and associated working partners (e.g. accountant, third-party service providers) to address any issues arising

To ensure that finalised reports are submitted to Head Office in strict accordance with the pre-agreed schedule

To further support the claim process – in conjunction with GGTC Technical Dept. – should HMRC seek clarification into areas of compliance relating to the claim

### Ideal Analyst Profile

Technical expertise (ideally innovative) in one or more of the following areas; Software Development, Manufacturing, Mechanical / Electronic Engineering or Information Technology

Client-facing, inquisitive and process-driven

Good report-writing and numeracy skills, preferably comfortable interpreting financial accounts

Sound data management skills

### Location

- North East
- Yorkshire
- East Anglia
- South Wales
- South West

We are an equal opportunities employer. We invite applicants to contact us and identify any additional support needs required during the recruitment process.