

Candidate Brief for the recruitment of

Director of Education and Product Development

Association of Taxation Technicians (ATT)

April 2026

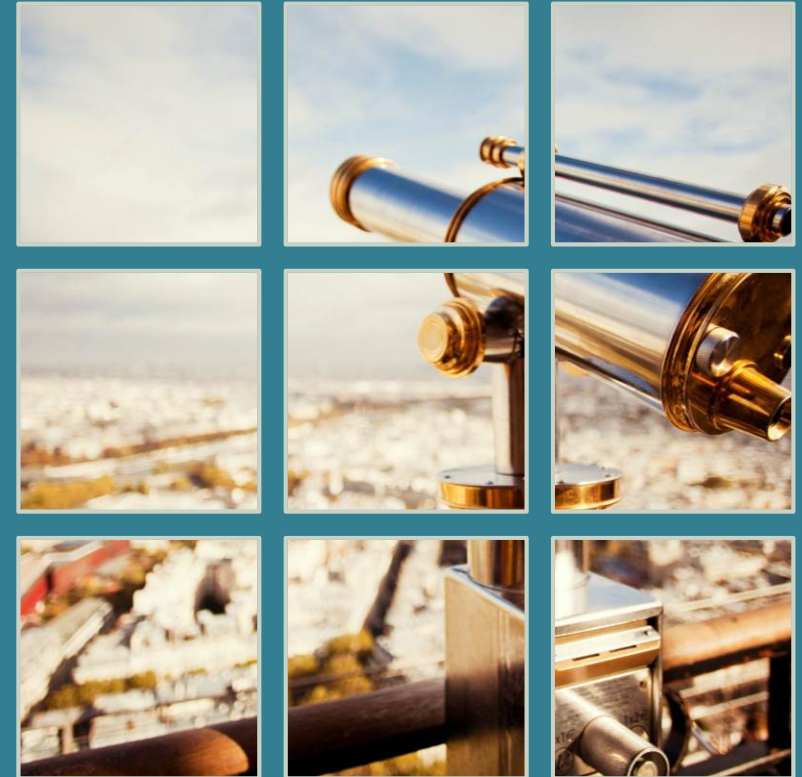
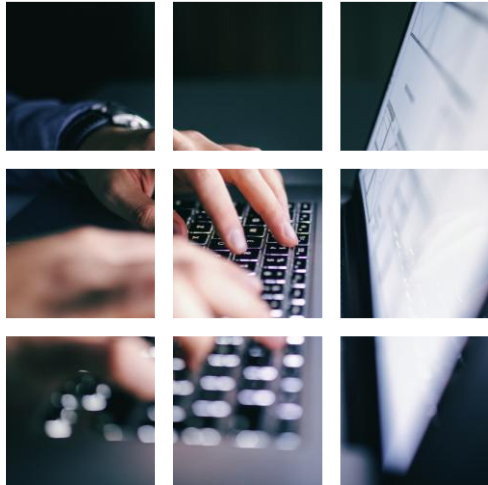


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Welcome

Introduction from Chief Executive

Thank you for your interest in the newly created role of Director of Education and Product Development at the Association of Taxation Technicians.

ATT is a professional body and educational charity with a clear purpose: to promote education and excellence in taxation and to ensure that our qualifications continue to meet the needs of employers, students and the wider public. Over recent years, we have seen sustained growth in student numbers, increased demand for our qualifications, and the successful expansion of our product suite both in the UK and internationally. This growth, alongside the evolving nature of the tax profession, has led us to create this new role.

The Director of Education and Product Development brings together responsibility for ATT's core education function with a renewed focus on product innovation and development. This is a genuinely formative appointment. The successful candidate will take strategic ownership of our education portfolio from our flagship ATT qualification and apprenticeship provision to foundation-level and diploma qualifications while shaping how we develop new products, respond to emerging markets, and adapt to changes such as digital assessment and the responsible use of artificial intelligence in taxation.

This role sits at the heart of ATT's future. You will lead and build a growing education team, working closely with Council, examination and steering committees, employers, tuition providers and other stakeholders to ensure that our qualifications remain rigorous, relevant and highly regarded. You will also play a key role in strengthening our relationships with employers, supporting social mobility and widening access to the profession, and ensuring that ATT continues to offer qualifications that are open, credible and fit for the modern world of work.

As a member of the senior leadership team, reporting directly to me, you will help shape ATT's wider strategic direction at an important point in our development. We are looking for an experienced, confident and adaptable leader — someone comfortable operating in a standards-driven, member-focused environment, who can combine strategic thinking with a willingness to be hands-on when required.

This is an exciting opportunity to make a lasting impact: to shape a new role, build a team, influence the future of tax education and help ensure that ATT continues to serve the profession, employers and students with integrity and purpose.

I very much hope you will consider applying.



Jane Ashton

ATT

Chief Executive



About the ATT

Introduction

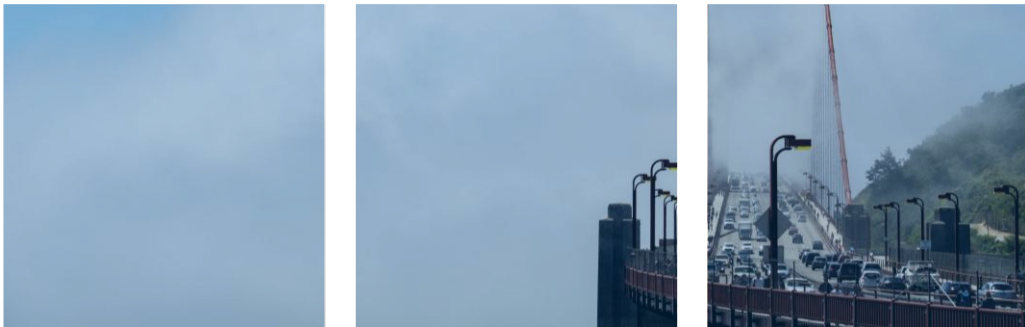
ATT

The primary charitable objective of the Association of Taxation Technicians is to promote education and the study of tax administration and practice. One of our key aims is to provide an appropriate qualification for individuals who undertake tax compliance work. Drawing on our members' practical experience and knowledge, we contribute to consultations on the development of the UK tax system and seek to ensure that, for the general public, it is workable and as fair as possible.

Our members are qualified by examination and practical experience. They commit to the highest standards of professional conduct and ensure that their tax knowledge is constantly kept up to date. Members may be found in private practice, commerce and industry, government, and academia.

The ATT is a registered charity, number 803480, and a regulatory body for the purposes of Anti-Money Laundering supervision of tax practitioners.

The ATT is managed by its Chief Executive, under the strategic guidance of the Council.



VISION AND MISSION

- **Ethical**

We act with integrity, promoting high ethical standards and accepting accountability for our actions.

- **Collaborative**

We value working constructively with stakeholders to achieve our goals.

- **Inclusive**

We welcome, respect, and value everyone and actively consider how to be accessible.

- **Empowering**

We encourage and enable personal growth and seize opportunities.

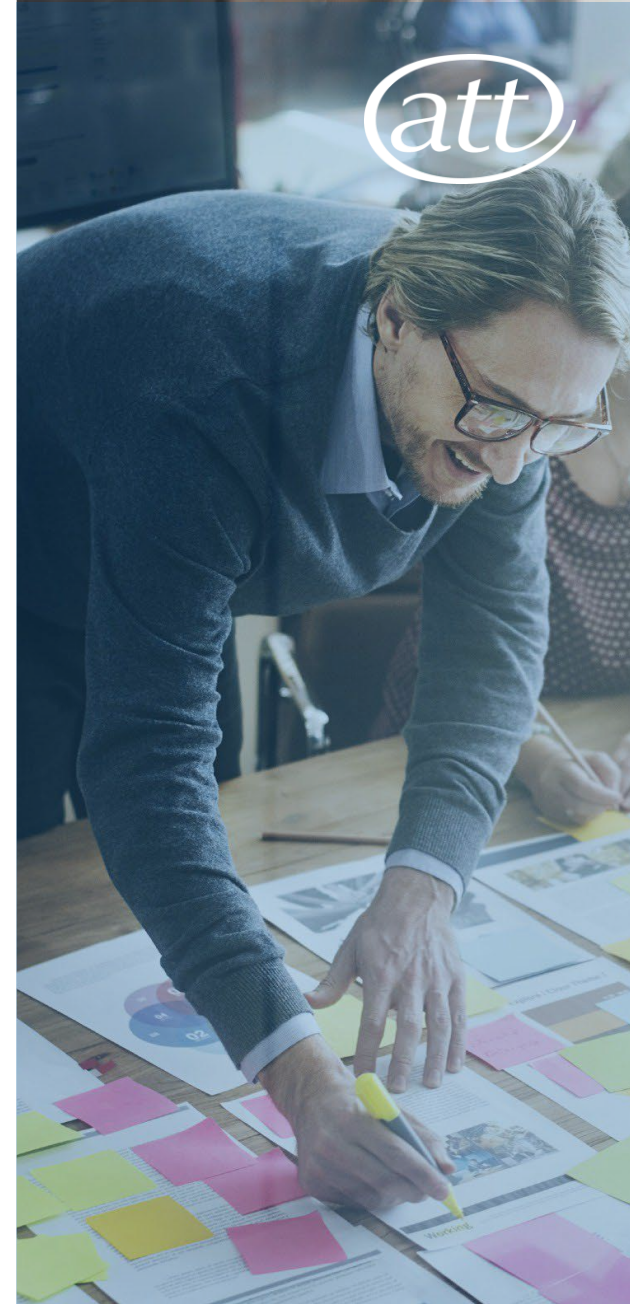
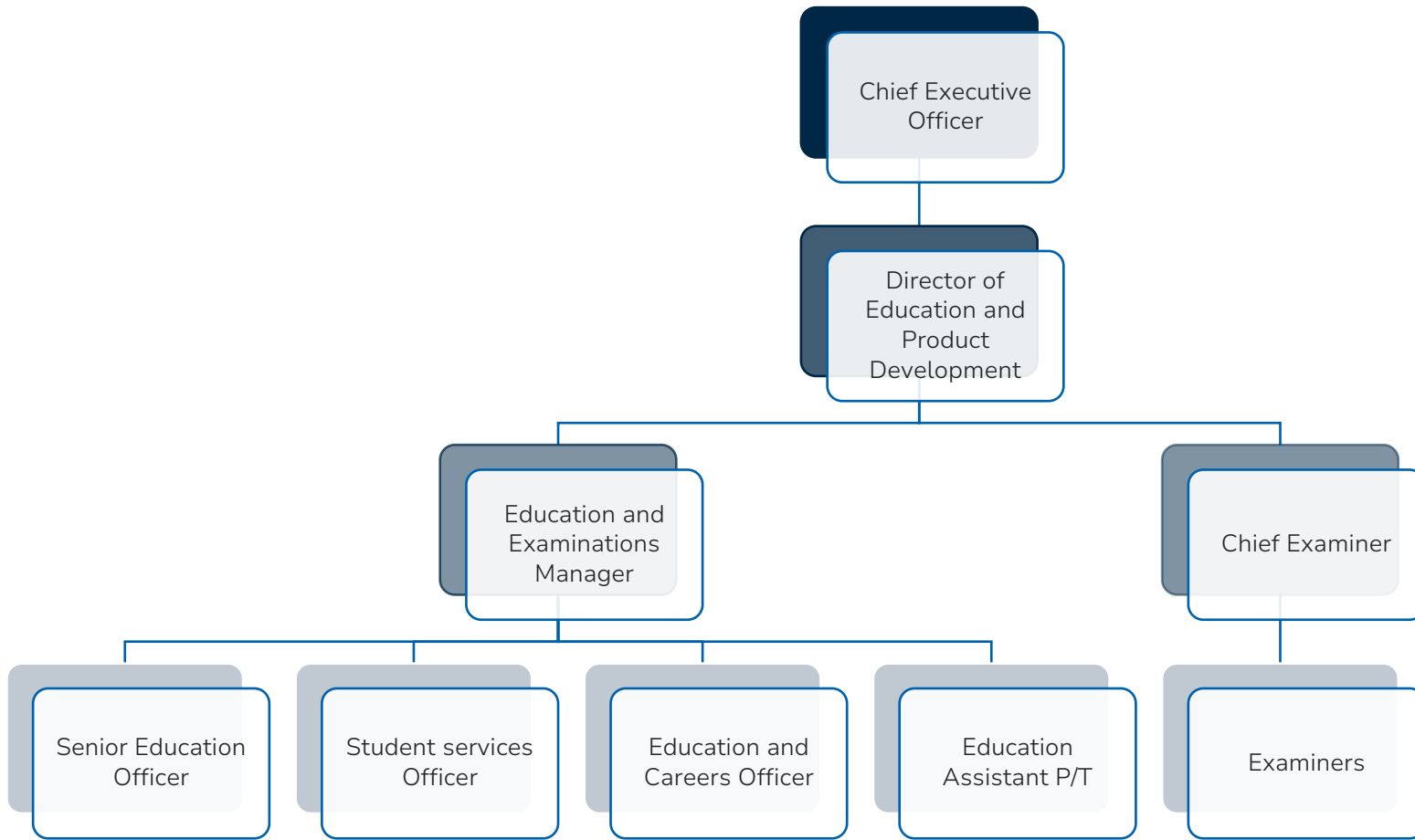
- **Progressive**

We are future focused; constantly learning and driving improvements that deliver enhanced service excellence.

- **Committed**

We are focused on and dedicated to the consistent delivery of our charitable objectives and services.

The Education & Product Development Team Structure



A background image showing two women in a professional office setting. One woman, with long brown hair and wearing a light blue and white striped shirt, is looking down at a large document held by the other woman. The second woman is partially visible on the left, wearing a dark blue and white striped shirt. The document they are reviewing appears to be a complex form or report with various sections and text. The overall scene is brightly lit, suggesting a modern office environment.

The Role

The Role

Introduction

The Director of Education and Product Development is a newly created senior leadership role at the Association of Taxation Technicians (ATT), established in response to sustained growth in student numbers, expansion of ATT's qualifications and products, and the increasing strategic importance of education to the organisation's future.

Historically, responsibility for ATT's education provision and product development has been shared across roles, reflecting the close operational relationship between ATT and the Chartered Institute of Taxation (CIOT). As both organisations have grown, and as ATT's portfolio has expanded in scale and complexity particularly in relation to new qualifications and international delivery the need for a dedicated, senior role focused solely on ATT has become clear.

This role brings together leadership of ATT's core education function with responsibility for product development and innovation. It is designed to ensure that ATT's qualifications continue to meet the needs of employers and students, while enabling the organisation to respond effectively to change, diversify its offer and develop new products for emerging and established markets.

The Director acts on behalf of ATT as the senior custodian of educational standards, assessment integrity and education strategy. The role has oversight of ATT's flagship Level 4 qualification and apprenticeship provision, foundation-level qualifications, and a growing suite of diplomas and certificates delivered in the UK and internationally. It also plays a central role in shaping how ATT develops new products, including short qualifications and specialist offerings that support access, progression and social mobility.

Looking ahead, the role has a strong forward-looking remit. The Director will lead thinking on issues such as digital assessment, artificial intelligence and ethics, ensuring that ATT's education framework continues to reflect developments in the tax profession while retaining the confidence of employers, trustees and examination committees.

The role is intentionally designed as a shaping role. The Director will build and lead an ATT-focused education team, recruit to new posts, review structures and processes, and work closely with trustees, volunteer examiners, employers and tuition providers to ensure that ATT's education function is resilient, credible and fit for the future.

As a member of the senior leadership team, reporting directly to the Chief Executive, the Director of Education and Product Development plays a key role in shaping ATT's strategic direction and long-term impact.





Responsibilities

OPERATING ENVIRONMENT

- The Director of Education and Product Development will lead the Education team, which is responsible for the delivery of the ATT qualification, primarily delivered in the UK to aspiring Tax Technicians, the majority of whom are funded by their employers and a suite of other shorter tax qualifications delivered to the UK and GCC markets.
- Delivery of the ATT qualification is a critical function to the organisation, representing several thousand candidate sittings each year. It must be delivered in accordance with the law relating to reasonable adjustments. The qualification also forms part of the Level 4 Tax Technician apprenticeship.

JOB PURPOSE

- To work with the ATT's Council and relevant Committees to design and execute the education strategy for the ATT.

FRAMEWORK AND BOUNDARIES

- The role involves the successful design, development and delivery of the ATT Council's education strategy which will be developed in accordance with the ATT's charitable objectives.
- Measures of success include the growth of student numbers, growth in revenue streams (through the development of additional education products) and ensuring the ATT qualification continues to be held in high esteem by external stakeholders.
- Management of key risks arising from the education function and advising the CEO of these also forms a key aspect of this role.



Key Accountabilities

PRINCIPAL ACCOUNTABILITIES

- Lead and direct the Education team, Chief Examiner and contractors who contribute to the educational activities of the ATT.
- Lead change management projects within the education function ensuring risks are anticipated and managed effectively.

POTENTIAL JOB IMPACT

- Lead the highly effective development and administration of the qualifications offered by ATT, including quality assurance, student communications and services. Contribute to the promotion of the qualifications in conjunction with the ATT's Executive team.

OTHER ACCOUNTABILITIES

- Member of SMT, contributing to the overall strategic direction of the ATT.
- Liaison with key partners and education leaders in key employer and other stakeholder bodies to promote and discuss the ATT's qualifications.
- Write and present papers for the Examinations Steering Group and ATT Council (and other ad hoc working groups as needed). Contribute to the debate and provide clear and factual information to aid decision-making as needed.
- To work with the ATT's Council and relevant Committees to design and execute the education strategy for the ATT.

A central graphic featuring a small green seedling with two leaves growing out of a stack of gold coins. The entire graphic is set within a semi-transparent white rectangular box.

The Person

The Person Specification

KNOWLEDGE AND EXPERIENCE

- Client facing at a senior level
- Proven track record of successful delivery of education projects and qualification development.
- Proven ability to be able to respond to and resolve complex issues
- Excellent analytical and numerical skills
- Previous experience delivering examinations and other assessments in a professional body setting
- Extensive experience in developing qualification rubric, learning outcomes and assessment criteria

FUNCTIONAL / TECHNICAL SKILLS

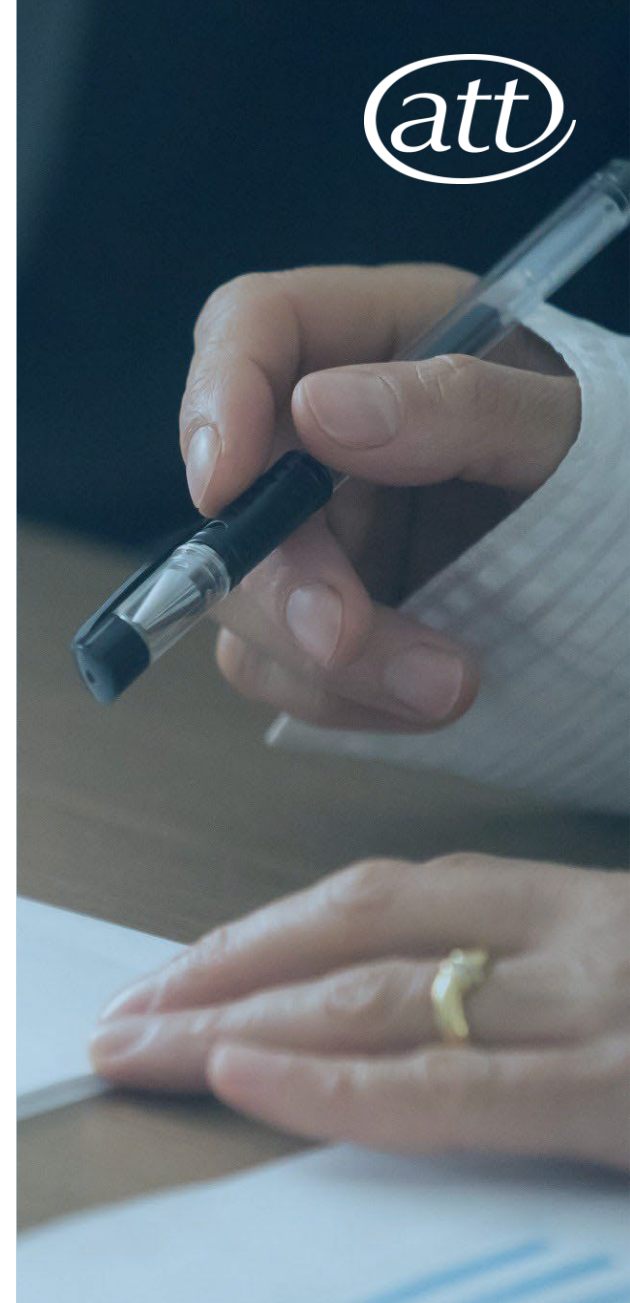
- Methodological and excellent attention to detail
- Strong written and verbal communication skills
- Ability to manage competing priorities to a high standard and with inflexible deadlines
- Analytical thinker with ability to prioritise to meet deadlines
- Competent in MS Office packages, databases and a competent website user
- ATT qualified or equivalent professional qualification desirable



The Person Specification

INTERPERSONAL AND WORK MANAGEMENT SKILLS

- You will have to make difficult decisions that could affect the careers of students and so you must have judicial qualities in applying the rules of the Association consistently and accurately with fairness and compassion.
- Strong communication skills, including persuading and influencing others in an appropriate manner to gain agreement, support and buy-in. You will demonstrate a consultative approach with collaborative skills to achieve the best results, working with diplomacy and pragmatism. You will have the ability to analyse problems and propose solutions and present to a range of audiences, including senior decision makers.
- You will be a member of the senior leadership team and must be able to play a full part in that team.
- You must be able to design and manage the administrative operations necessary to deliver the ATT examinations within challenging timetables. In addition, you must be able to promote these to top employers.
- You must work within the governance structure as decisions on the content of the examinations, future policy developments and on the performance of the candidates are taken by practising tax professionals – usually volunteers. The Director of Education and Product Development must work to standards set by larger organisations that are familiar to tax employers and students but with fewer resources.
- You will have experience of delivering examinations in a professional body. You must also have experience of leading a team with different skills and disciplines to meet unvarying and challenging timetables and requests by Council and Steering Groups.





Salary & Benefits Package



Salary & Benefits Package

SALARY

- The salary for this role is £84,000 per annum, 35 hours per week. The role is remote, but there will be a need to attend meetings and events, which are mainly held in London. This is a compulsory part of the role.

PENSION

- You will be automatically enrolled on the Aviva Group Pension Plan (10% employer and 3% employee contribution) upon joining.

INSURANCE

- Income protection cover, which provides up to 75% of salary if you are absent due to ill health for more than 13 weeks.
- 24-hour group personal accident scheme providing a sum equal to three times your current salary in the event of your permanent disability/loss of a limb/ death.
- Non-contributory life assurance cover of 4 times your salary.

HOLIDAY ENTITLEMENT

- 32 days of annual leave per year

OPTIONAL BENEFITS

- **Bupa (private medical insurance)**

You can join our company paid private medical insurance scheme, which pays for the cost of private medical treatment for acute conditions.

- **Health Shield Essentials (including Employee Assistance Programme)**

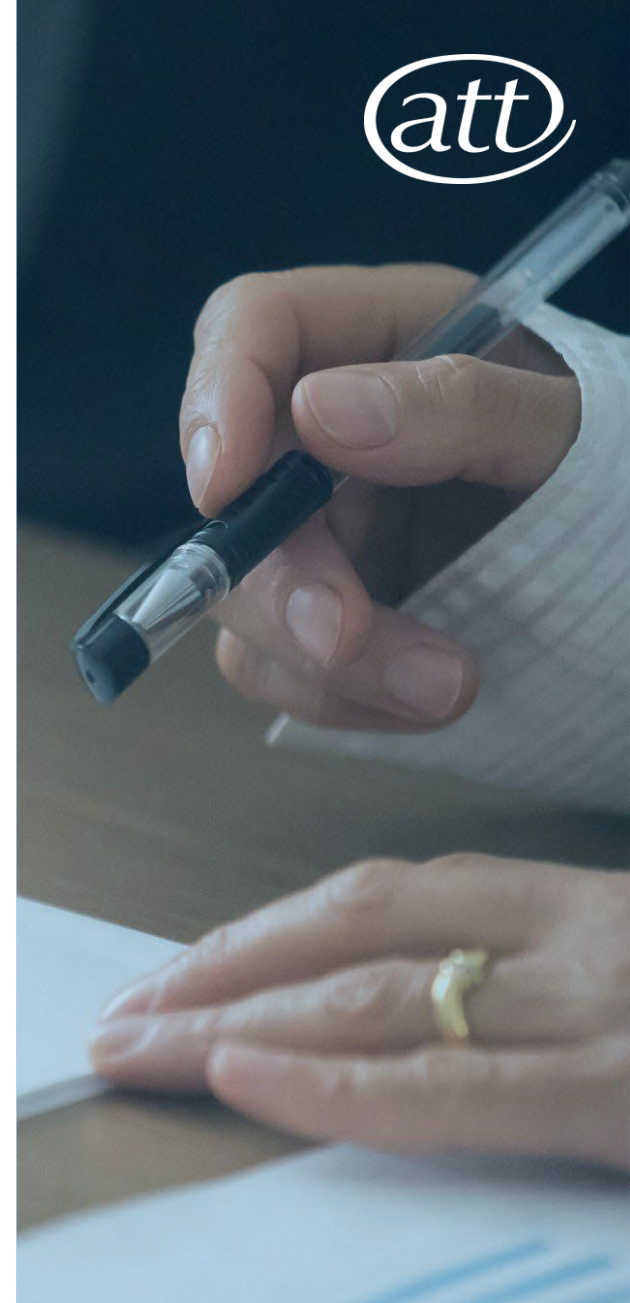
You can join our health & benefit programme. We pay the cost for the basic level (including any dependent children). The benefits include the refund of a range of medical costs (dental, optical, physiotherapy, etc) and an employee helpline covering medical and legal issues and counselling.

- **Interest-Free Loans**

After 6 months' service, you may apply for an interest-free-loan to help with the purchase of a season ticket or a bicycle.

- **Continuous Professional Development**

The Association of Taxation Technicians supports learning and development and offers a wide range of courses and opportunities.



A hand holding a single puzzle piece against a blue background. The puzzle piece is semi-transparent and has a white outline. The hand is positioned on the right side of the frame, with the index and middle fingers holding the piece. The background features a pattern of white puzzle piece outlines on a blue gradient.

How to Apply

How to Apply

KEY DATES

The deadline and close date for applications is 22nd May 2026

Following a long list meeting of the Selection Panel, successful candidates will be invited to attend preliminary interviews with Berwick Partners w/o 29th May 2026.

The first stage interviews with ATT are currently scheduled to take place w/c 22nd June 2026, with second stage interviews planned for w/c 29th June 2026.

HOW TO APPLY

In order to apply, please submit a comprehensive CV along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is online at:

www.berwickpartners.co.uk/95979

If you are unable to apply online, please email:

Response.manager@berwickpartners.co.uk

All applications will receive an automated response.

Any postal applications should be sent direct to Berwick Partners. All candidates are also requested to complete an online Diversity Monitoring Form which will be found at the end of the application process. This will assist a in monitoring selection decisions to assess whether equality of opportunity is being achieved. Any information collated from the Diversity Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

PERSONAL DATA

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

CONTACT DETAILS

For a conversation in confidence, please contact:

Tom Ewen at thomas.ewen@berwickpartners.co.uk

We are committed to ensuring everyone can access our website and application processes. This includes people with sight loss, hearing, mobility and cognitive impairments. Should you require access to these documents in alternative formats, please contact response.manager@berwickpartners.co.uk



Our UK Offices

London
20 Cannon Street
London
EC4M 6XD

Birmingham
6th Floor
Cornerblock
2 Cornwall Street
Birmingham
B3 2DX

Leeds
10 South Parade
Leeds
LS1 5QS

Manchester
8th Floor
1 Marsden Street
M2 1HW

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