

# NEVER A DULL DAY

*From chip shop to blue chip  
– tax is a varied business*

Graduate  
Tax Professional  
programme

Ongoing training  
and support  
at every step



HM Revenue  
& Customs

*Spent today on surveillance,  
tomorrow it's litigation  
– every day is different*

**Ongoing training  
and support  
at every step**

## Up for a challenge?

HM Revenue & Customs (HMRC) is responsible for collecting more than £468 billion (2010-11) of tax from UK businesses and individuals. We administer National Insurance, Student Loans, Tax Credits and make sure workers are paid the National Minimum Wage. Our work impacts on every single person and business in Britain and is vital to ensuring the UK has the money it needs to fund its public services. It's an essential role, calling for a large and diverse team of people.

With structured training and support for professional study, our Tax Professional Development Programme is varied and challenging, introducing you to the work of one of Britain's biggest businesses. Our 2011-12 recruitment begins on 19 September 2011 and will close at noon on 30 November 2011.

## Doing the right thing

The scale and scope of our work means we have a highly responsible role in society and Corporate Responsibility is something we take seriously. We want to do the 'right thing' for everyone - for our customers (individuals and businesses), for our own staff, for local communities, for the environment, and for Britain as a whole.

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Corporate  
Responsibility

We're proud to be an inclusive and diverse organisation and in 2011 we were named by Stonewall as one of the top 10 gay-friendly employers in the UK. We also take our own environmental impact very seriously. In the 12 months to May 2011 we reduced the carbon emissions from our offices by more than 13%. We have also received a Big Tick award for our positive approach to sustainable business travel.

We've also been awarded a 'Gold' award for four years running in recognition of the number of our staff who donate to charitable courses through our payroll, and we've raised more than £100,000 for the BBC's Children in Need appeal in each of the last two years.

## From chip shop to blue chip

Tax is a complex business, offering a varied and stimulating range of career pathways. It has great opportunities to specialise - you could be an expert in diverse fields such as international and corporation tax, investigation, fraud or policy. Alternatively, you could be using your skills as a manager, technical specialist or consultant.

Training is modular, and all new starters undertake a four year programme leading to professionally recognised qualifications. You will receive mentorship, advice and supervision, plus study leave and be given early responsibility and increasingly challenging assignments.

Eventually you will find your own niche, but along the way you will learn how to negotiate settlements, lead teams, deal with senior business figures and allied professionals (such as lawyers) and how to tackle complex tax cases. You will be based in one of our major centres and we will try - but can't promise - to find you your preferred location.

*"We started with a general introduction to the enquiries and, as my training progresses, so too does the quality of work and my enjoyment in doing it."*

**Anne Baxter,**  
Tax Professional  
Development Programme

*Helping criminal investigation  
shut down a £2 million money  
laundering scam today*

**Ongoing training  
and support  
at every step**

## Benefits

### Starting salary:

£27,045 - National

£29,256 - London

At the end of the programme, we'd expect you to be employed in a pay band which currently begins at £46,983 (£52,669 London)

### Other benefits include:

- 22 days holiday (first year), 25 days (second year), rising to 30 days after ten years
- Public and privilege holiday allowance (10.5 in England and Wales, 11 in Scotland, 12.5 in Northern Ireland)
- Flexible working
- Attractive Civil Service pension schemes
- Sports and social facilities in some offices
- Interest free season ticket loans

## Apply

The 2011-12 recruitment begins on 19 September 2011 and will close at noon on 30 November 2011.

For the Tax Professional Development Programme, you must have a minimum 2:2 degree at application stage, or expect to achieve a minimum 2:2 degree in September 2012.

Importantly, we're aiming to create a workforce which reflects the full diversity of Britain, so we only take into consideration your attitude, capabilities, talent and willingness to learn when selecting people to join the programme.

### To apply you must be one of the following:

1. A citizen of the United Kingdom
2. A British Protected Person
3. A Commonwealth Citizen
4. A National of the European Economic Area (EEA)

For full details on nationality go to the website.

### The selection process takes three stages:

1. Online application form with questionnaire, followed by online tests to be completed by 30 November 2011
2. Written exercise at one of our assessment centres in January 2012
3. A one day assessment centre in February/March 2012

You can find out more and apply on our website [hmrc.gov.uk/graduate](http://hmrc.gov.uk/graduate)

If you have a disability which prevents you from applying online please call 01236 861 119.

This information is also available in alternative formats, including large print, Braille and audio, on request.

HMRC welcomes applicants from all backgrounds, to ensure our workforce reflects the community we serve.



*My first meeting with a taxpayer today – all my training has really paid off*

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Development Programme  
[hmrc.gov.uk/graduate](https://hmrc.gov.uk/graduate)



**HM Revenue  
& Customs**

