Tax Graduate Trainee Programme

Role	3 Year Tax Graduate Trainee Programme	**Location**	London
Department	Tax, with exposure to wider Finance and business teams	**Duration**	3-year graduate programme, with an opportunity to apply for a permanent role upon conclusion

About Arch Insurance International

- Arch Insurance International, part of the Arch Capital Group, is a market-leading insurer in the UK. We provide property, casualty and specialty insurance to corporations, professional firms and financial institutions across the UK, Europe and internationally, with a significant presence in the Lloyd's and London insurance market.
- Arch is focused on using data, technology and agile ways of working to support its commercial and specialty insurance business. We offer an entrepreneurial environment that empowers individuals and encourages continuous learning and growth.
- People are at the centre of everything we do. We invest in future talent and provide early-career opportunities where colleagues can build technical expertise, commercial understanding and rewarding careers.

Tax Graduate Trainee Programme

The Tax Graduate Trainee Programme is aimed at graduates, or students in their final year of university, who are seeking a career in tax within the insurance industry. The programme combines practical experience in a broad in-house tax function with structured professional study, expected to include an ACA accountancy qualification.

The successful candidate will join the Arch Tax team and gain experience across UK and international tax matters. Working with colleagues in Tax, Finance and the wider business, you will develop the technical, analytical and professional skills needed to support a complex international insurance group.

- Work collaboratively with colleagues across Tax, Finance and the wider business.
- Receive technical training, professional-study support and guidance throughout your learning journey.
- Agree measurable development goals with your line manager and receive regular feedback.
- Build an internal and external professional network.
- Work towards the possibility of a permanent role within the Arch Tax team.

Tax Graduate Trainee Programme - Typical Duties

With training and supervision, your work may include:

- Assisting with UK corporation tax, VAT and insurance premium tax compliance, tax payments, returns and supporting calculations.
- Supporting tax reporting and forecasting, including preparation of information for group reporting.
- Helping to gather, analyse and reconcile financial data from multiple systems and entities.
- Assisting with employment tax and other operational tax matters.
- Supporting international tax work as needed, including transfer pricing and cross-border tax analysis.
- Contributing to tax governance, controls and documentation, including the maintenance of clear audit trails.
- Researching legislation and guidance, summarising findings and helping to translate technical matters into clear business advice.
- Working with external advisers, auditors, HMRC and other stakeholders as appropriate.
- Supporting projects and process improvements, including the use of technology and data to make tax compliance and reporting more efficient.

Skills Developed

Throughout the programme, you will receive training and support to develop:

- Knowledge of UK and international tax principles and their application within the insurance industry.
- Analytical and quantitative skills, including the ability to review data, identify issues and reach well-supported conclusions.
- Clear written and verbal communication, adapted for tax, finance and non-specialist audiences.
- Commercial thinking and an understanding of how tax interacts with business activity, financial reporting and risk.
- Regulatory, compliance and governance awareness, with strong attention to accuracy and deadlines.
- Teamwork and relationship-building across internal and external stakeholders.
- Organisational discipline, ownership and the confidence to use initiative while knowing when to ask for support.
- Digital capability, including confident use of Microsoft Excel and an interest in tax technology and process improvement.

Qualifications & Experience

- Expected or achieved minimum 2:1 degree classification. Applications are welcomed from all degree disciplines; numerate, analytical or business-related subjects may be particularly relevant.
- A genuine interest in developing a career in tax and completing a professional qualification.
- Strong analytical, numerical and problem-solving skills, with careful attention to detail.
- Clear communication and interpersonal skills, with the ability to work collaboratively.
- Evidence of initiative, curiosity, resilience and achievement through academic, work or extracurricular experience.
- Enthusiasm for the insurance industry and for learning how an international business operates.