



Job Description

Tax Justice Network Limited, Head of Operations

Salary: £42,840 pro rata

Hours: Up to 60% Full Time Equivalent - 37.5 hours per week pro rata

Accountable to: Chief Executive Officer

Responsible for: Operational support staff, consultants and interns

Location: Home-based

The **Head of Operations** leads TJN's corporate functions, with a particular focus on Financial and Reporting Systems, Human Resources, Governance and Accountability policy, procedure implementation, contract management, risk assessment and management processes, legal compliance as well as oversight of virtual office facilities. The Head of Operations will also support the Board of Directors and will provide additional support to TJN's Senior Advisers. The job-holder liaises closely with the Chief Executive Officer and with the Programme Directors and Communications team.

Responsibilities:

- Oversee TJN Limited's operational functions and provide administrative leadership across TJN's international team including operational support and advice to the Executive Directors.
- Work closely with TJN's accountant and Director Partnership & Development to oversee the financial functions and implementation of financial controls and policies for TJN's operations; including EU Research Projects supporting year-end and annual audit processes.
- Support and coordinate with the Director of Partnership & Development and TJN Accountant on annual organisational budgeting and for and the preparation, monitoring and reconciliation of project and programme budgets.
- Liaise with TJN's external legal support; respond to legal queries, draft consultancy and vendor contracts as required, assess projects and programmes for liability and risk, and advise staff on legal and compliance issues, and manage procurement processes in line with policy.
- Lead on the implementation of HR processes for UK based staff and support the implementation of processes for TJN staff and consultants who are internationally based. This will include a major review of the employee salary structure, pensions, annual appraisal and professional development issues.
- Oversee the virtual 'home based' office environment, including the IT infrastructure, providing policy and procedural briefings to ensure staff are equipped with comfortable, creative and safe working environment that complies fully with all health and safety requirements.
- Provide strategic support to operations staff and key consultants based internationally.
- Oversee events planning and management.
- Act as Board liaison and Secretary to the Board and provide supplementary support to Senior Advisers

Person Specification:

- Strong sense of teamwork and collaboration, with a positive and proactive approach to tasks.
- Outstanding written and verbal communication skills, including the ability to make complex legal, HR or financial issues accessible.
- Familiarity with EU research financial management, monitoring and reporting.
- Demonstrable familiarity with Companies House regulations and guidelines. Familiarity with EU Charities regulations would be helpful, as would understanding of corporate governance in one or more other EU member states.
- Strategic financial management and technical experience application to working in a not for profit company.
- Strong analytical and strategic decision-making skills.
- Strong IT skills and a sound knowledge of Microsoft Office, in particular Outlook and Excel.
- Familiarity and understanding of HSE rules and other best practice as it relates to health and safety and employee welfare.
- Ability to apply good judgment consistently and make good and responsible decisions, including in managing risk.
- Excellent time management, forward planning and prioritisation skills.
- Ability to work under pressure and to deadlines.
- Ability to maintain the highest degree of confidentiality regarding all aspects of work at all times.
- Experience of leading change in pressured situations.
- Fluent English essential, other languages would be an advantage.
- Direct experience of working on HR, finance and legal issues in countries beyond the UK would be a plus.
- Interest in tax justice issues and international development is desirable.
- Commitment to own professional development

Additional Information:

25 days holiday (pro rata) per calendar year.

Provisional Date for interviews: Tuesday 25 April, 2017

April, 2017