



Job Description: Head of Operations

Updated 5 September 2017

Employer: Tax Justice Network Limited, United Kingdom (TJN)

Salary: Competitive

Hours: 37.5 hours per week

Accountable to: Chief Executive Officer

Responsible for: Operational support staff, consultants and interns

Location: Home-office based

TJN is in a period of anticipated growth and concomitant transition. The **Head of Operations** role will help to shape this transition, which involves the creation of two additional posts. Jointly, these will strengthen our monitoring, reporting and administrative capacity, for successful delivery of our ambitious world-transforming 5-year strategic programme.

The Head of Operations will lead TJN's corporate functions with a particular focus on developing, implementing and maintaining systems, policies and procedures with respect to Finance, Human Resources, Governance and Accountability, Risk assessment and Risk management. The Head of Ops will also support the Board of Directors and liaise closely with the Chief Executive Officer and with the Programme Directors and the Communications team.

Responsibilities:

- **Operations:**
 - Oversee TJN's operational functions and provide administrative leadership across TJN's international team, including by providing operational support and advice to the Executive Directors
 - Support the board of directors with obtaining legal support and advise as and when requested
 - Act as board liaison and secretary to the board including collating and preparing reports and papers for general meetings of the board of directors
 - Supervise the planning and delivery of high level events
 - Actively participate in team meetings, 'staff retreats' and other events

- **Finance and Reporting:**

- Manage periodic financial reporting (monthly management accounts, quarterly finance reports) and monitoring and reconciliation of project and programme budgets
- Coordinate annual review of finance policy, procedure and controls
- Manage timely delivery of annual accounts and audit by working closely with TJN's accountant and auditors
- Budgets: coordinate with TJN's accountant and support the board of directors in the preparation of annual budgets

- **Grant Management:**

- Coordinate timely reporting in line with contractual obligations, including for EU Research Projects
- Support directors in the preparation of funding submissions
- Maintenance and development of record keeping systems

- **Human Resources:**

- Manage, develop and implement human resource policies and procedures for UK based staff, and coordinate the implementation of processes for TJN staff and consultants who are based abroad
- Preparation and monitoring of staff, consultancy and vendor contracts as required
- Monitor annual appraisals and professional development policies, and employee and consultant compensation policies
- 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

Person Specification:

Essential:

- Strong sense of teamwork and collaboration, with a positive and proactive approach to tasks
- Outstanding written and verbal English communication skills, including the ability to make complex legal, human resource or financial issues accessible
- Working experience in strategic organisational and/or financial management
- Ability to work to demanding deadlines
- Strong analytical and strategic decision-making skills
- Strong IT skills and a sound knowledge of Microsoft Office, particularly MS Excel
- Familiarity and understanding of Health and Safety 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 maintain the highest degree of confidentiality regarding all aspects of work at all times

- Commitment to equality of opportunity
- Commitment to own professional development

Desirable:

- familiarity with Companies House regulations and guidelines
- familiarity with EU Charities regulations
- familiarity with corporate governance in one or more other EU member states
- experience in EU Research (H2020) financial management, monitoring and reporting
- experience in leading change in pressured situations
- interest in tax justice issues, social justice and international development
- other languages than English

Additional Information:

This job description might be reviewed and adjusted before contract signature.

Please follow the instructions below precisely. Applications that do not follow the guidance laid out below may not be processed.

Application deadline and email: Please send in your application pack (see below) to this email address: applications2017@taxjustice.net, no later than **1 October 2017**, 23.59 pm Brussels Time.

Please write in the subject header of your email "Head of Operations - Application"

Application pack: Please send in a covering letter not exceeding 2 pages and your cv in one single pdf with continuous page numbering. Please name the pdf file as follows: "HEADOFOPS2017_*LASTNAME*_*INITIALS*", where *LASTNAME* should be replaced by your last name, in capital letters; and where *INITIALS* should be replaced by your initial/s.

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HMRC charity reference number: EW07888.

<https://beta.companieshouse.gov.uk/company/05327824>

More Information: www.taxjustice.net