

# FINANCE AND OPERATIONS ADMINISTRATOR



## KEY FACTS

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<b>Application closing date:</b>	Wednesday 10 January 2018
<b>Start date:</b>	Thursday 1 March 2018
<b>Reports to:</b>	Head of Operations
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full time (37.5 hours per week), will consider part time or job share
<b>Salary:</b>	£30,000
<b>Location:</b>	Home-based (UK preferred but will consider candidates in other countries)

## ORGANISATION

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The Tax Justice Network (TJN) is an independent international network, launched in 2003. It is dedicated to high-level research, analysis and advocacy in the area of international tax and financial regulation, including the role of tax havens. TJN maps, analyses and explains the harmful impacts of tax evasion, tax avoidance and tax competition; and supports the engagement of citizens, civil society organisations and policymakers with the aim of a more just tax system. TJN pursues systemic changes that address the international inequality in the distribution of taxing rights between countries; the national inequalities – including gender inequalities – that arise from poor tax policies; and the national and international obstacles to progressive national tax policies and effective financial regulation.

Supported by a major five-year grant from the Ford Foundation, and by other funders including Norad and the Adessium Foundation, TJN is in a period of growth and transition, with a focus on institutional strengthening – building systems and capabilities to enable and support growth and impact through our ambitious five-year strategic programme. TJN is a virtual organisation, with staff working from home across multiple countries and continents, although its legal base (and that of many employees) is in the UK.

## ROLE DESCRIPTION

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The Finance and Operations Administrator is a new post, created to support this institutional strengthening process by working with TJN's new Head of Operations to build, manage and run a set of key systems and processes covering a range of organisational capabilities, with a focus on grants management, finance and operations. The post will also provide a limited amount of administrative support to TJN's Chief Executive.

## KEY RESPONSIBILITIES

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### Finance

- Develop and maintain key financial and other administrative records
- Keep accounting systems up to date
- Send out, chase up and record all invoices sent by TJN
- Manage online donations to TJN made through the website
- Process invoices sent to TJN and expenses claims from staff
- Review regular payments and suppliers (subscriptions, insurance policies, phone contracts etc)
- Work with the accountant to prepare monthly financial reports
- Manage the processing of salary and pension payments by the payroll agency
- Support colleagues with preparing annual accounts and responding to the annual audit
- Monitor project and organisation-wide expenditure against grants and budgets
- Ensure that all staff follow financial procedures, including TJN procurement policy

## Grants management

- Assist in the production of project bid support documentation and funder contracts
- Work with colleagues to develop financial plans and budgets for research and project bids
- Provide administrative support to EU-funded and non-EU-funded research projects
- Help to ensure that TJN meets funders' contractual and reporting requirements
- Co-ordinate the recording of monitoring and evaluation data from across the TJN team

## Operations

- Support the Head of Operations in preparing contracts for employees and consultants
- Support the Head of Operations with basic HR functions (performance/absence/leave/health & safety)
- Support the Chief Executive with travel, expenses and diary management
- Provide administrative support for events and travel, e.g. venue/flight/accommodation bookings
- Co-ordinate staff meetings, board meetings and other internal events
- Prepare and disseminate paperwork for board meetings
- Help to ensure that TJN is compliant with all necessary legal requirements
- Liaise with administrative functions within organisations 'hosted' by TJN

## PERSON SPECIFICATION

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### Skills

- **Finance** / You will need significant experience of book-keeping, financial administration and reporting, ideally on EU-funded research projects.
- **Administration** / You will need experience of supporting and administering projects, and related skills including proficiency with desktop and web-based IT software.
- **Communications** / You will need to be able to communicate effectively, accurately and succinctly, both in person and in writing.
- **Delivery** / You will need to be able to cope with a large, complicated and varied workload, working quickly and efficiently without sacrificing the quality of the results.

### Attributes

- **Commitment** / To be focused on achieving high standards in pursuit of TJN's objectives
- **Adaptability** / To find ways of dealing with unexpected opportunities and challenges
- **Resourcefulness** / To achieve results with limited financial and human resources
- **Collaboration** / To work supportively and effectively as part of a team
- **Integrity** / To choose the right course of action when the alternative might be easier

## HOW TO APPLY

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Please upload a CV and answer a series of questions (addressing the skills listed in the person specification as well as your motivation) at <https://form.jotformeu.com/73385866144365> by Wednesday 10 January at 23.59 GMT. You do not need to address the attributes; these will be explored at interview. We anticipate that first round interviews will be held between 15 and 19 January (in London or Oxford, or on Skype for candidates based in other parts of the UK), with second interviews the following week. For an informal discussion about the role, contact Will Snell, Head of Operations, on [will@taxjustice.net](mailto:will@taxjustice.net) or 07928 858882.

Please note: we will consider candidates from outside the UK, but we are most likely to shortlist candidates who are based in the UK (regardless of nationality) and have the right to work in the UK, because we are legally based in the UK and many of the responsibilities of this role therefore relate to UK-specific legislation and requirements (such as financial reporting and preparation of accounts).