

## KEY FACTS

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| <b>Application closing date:</b> | Thursday 15 February 2018                            |
| <b>Start date:</b>               | March/April 2018                                     |
| <b>Reports to:</b>               | Director, Financial Secrecy                          |
| <b>Contract:</b>                 | Fixed-term contract (18 months, ending October 2019) |
| <b>Hours:</b>                    | 75% to 100% FTE (28 to 37.5 hours per week)          |
| <b>Salary:</b>                   | €32.500 to €37.500 (pro rata)                        |
| <b>Location:</b>                 | Home-based   |

## 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. TJN is supported by grants from the European Union (COFFERS), which funds this post, Norad, the Ford Foundation, the Adessium Foundation and others. TJN is a virtual organisation, with staff working from home across multiple countries and continents.

## ROLE DESCRIPTION

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This role will support TJN's work as part of the EU-funded COFFERS project (Combatting Fiscal Fraud and Empowering Regulators). This project seeks to redress deficiencies in fiscal systems as policy innovation at national, regional and international levels undergoes a period of accelerated development. The consortium identifies deficiencies and opportunities for upgrading in tax law, tax policy development, tax administration and enforcement at the EU level and across Member States. TJN's role in this project is to survey and evaluate anti-evasion and anti-avoidance rules in each Member State, to generate a comprehensive comparative analysis of administrative and enforcement capacity, and to generate an extended financial secrecy index including bilateral secrecy indicators that identify key points of fiscal regime vulnerability.

The role will focus on collecting and analysing data from legal databases, original legal (gap) analyses and surveys, and on collecting data on administrative capacity through desk-based research and the creation, dissemination and analysis of a survey circulated to company registries across Europe. The collected data and associated analyses will underpin the Corporate Tax Haven Index, the bilateral Financial Secrecy Index and the Financial Secrecy Index. It will also support the delivery of working papers presented at conferences, and may lead to submission to academic peer reviewed journals.

## KEY RESPONSIBILITIES

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- Undertaking research and analysis that TJN has committed to deliver under the COFFERS project, in particular administrative capacity and company regulation, financial secrecy and corporate tax rules
- Preparing and carrying out surveys, academic analyses and other activities linked to the indices above
- Liaising with external partners on research and analyses, and communicating this work to others
- Attending and organising meetings and conferences related to research and analysis priorities
- Performing other duties as necessary in support of TJN's contribution to the COFFERS project

## PERSON SPECIFICATION

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### Skills and experience

- Post-graduate degree in a relevant discipline such as law, finance or international relations
- Specific experience of studying the topic areas outlined above (relevant publications are an advantage)
- Strong quantitative and analytical skills
- Excellent writing skills, with a flair for communicating research clearly, thoughtfully and without jargon
- Strong IT skills and a sound knowledge of Microsoft Office, particularly MS Excel and ideally MS Access
- Ability to deliver work of the highest standards under pressure and to deadlines

### Attributes

- Strong sense of teamwork and collaboration, with a positive and proactive approach to tasks
- Ability to apply good judgment consistently and make responsible decisions, including in managing risk
- Excellent time management, forward planning and prioritisation
- Willingness to maintain the highest degree of confidentiality regarding all aspects of work at all times
- Commitment to own professional development
- Passion for tax justice and international development issues

## 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://airtable.com/shr3UGFCTnEo6ahPR> by Thursday 15 February at 23.59 GMT. You do not need to address the attributes; these will be explored at interview.