

KEY FACTS

Application closing date:	Monday 30 September 2019
Start date:	Monday, 11 November 2019
End date:	Wednesday, 29 January 2020
Reports to:	Financial Secrecy Index coordinators
Contract:	Fixed-term
Hours:	Full-time (37.5 hours per week)
Compensation:	£22,000 gross annual salary
Location:	Flexible, home-based
Other requirements:	Ability to work from home

ORGANISATION

The Tax Justice Network 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. We map, analyse and explain the harmful impacts of tax evasion, tax avoidance and tax competition, and support the engagement of citizens, civil society organisations and policymakers with the aim of a more just tax system. We pursue 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. The Tax Justice Network is supported by grants from Norad, the European Union, the Ford Foundation, the Adessium Foundation and others. We are a virtual organisation, with staff working from home across multiple countries and continents.

The Tax Justice Network publishes the Financial Secrecy Index (FSI) every two years. The Financial Secrecy Index ranks jurisdictions according to their secrecy and the scale of their offshore financial activities. A politically neutral ranking, it is a tool for understanding global financial secrecy, tax havens or secrecy jurisdictions, and illicit financial flows or capital flight. The most recent version of the FSI was published in early 2018; the next one will be published in early 2020.

ROLE DESCRIPTION

The FSI 2020 will enter its final stages of production in November 2019, after 'hard data' collection and analysis for the Key Financial Secrecy Indicators (KFSIs) is finalised by 30 October. This is the time when the production of the various materials for website and journalists needs to begin, while the analysts keep working on other database information until completion.

We are looking for a diligent and collaborative intern to support the FSI team by producing various kinds of reports related to the FSI, with a great commitment to accuracy in small details and the larger picture. This support entails the production of graphs from data, compiling from various sources the required graphs and tables and data and text for creation of reports, layout of reports, copy editing the reports, signing off on reports, and plausibility checking of various graphs and data and text along the way.

The final outputs will be agreed in cooperation with Markus Meinzer, Andres Knobel and Moran Harari. The main deliverables will be 133 country reports, 20 KFSI documents and possibly (parts of) the FSI methodology paper, including most of the tables and graphs included therein.

The work can be done from anywhere in the world, subject to reliable high-speed internet access.

We especially welcome applications from members of minority groups.

KEY RESPONSIBILITIES

- Working with Adobe InDesign to produce and compile graphs, text and tables
- Laying out reports, copy editing the reports, signing off on reports, and checking graphs, data and text
- Working with the team to finalise layout of the required reports and apply any changes as needed

PERSON SPECIFICATION

Skills and experience

- Experience of working with Adobe InDesign software in an advantage
- Strong IT skills, including Microsoft Office, cloud-based software
- Excellent numeracy
- Strong writing skills

Attributes

- Diligence in working with numbers, charts and text
- Strong sense of teamwork and collaboration, with a positive and proactive approach to tasks
- Ability to apply good judgment consistently and make responsible decisions
- Excellent time management, forward planning and prioritisation
- Ability to deliver work of the highest standards under pressure and to ensure that deadlines are met
- Passion for tax justice and international development issues

HOW TO APPLY

Please upload a CV (resume) and answer a series of questions (addressing the skills listed in the person specification as well as your motivation) at <https://airtable.com/shrUmDMhhcY5jdcBo> by 23.59 GMT on Monday 30 September 2019.