

HEAD OF OPERATIONS



KEY FACTS

Application closing date:	Sunday 16 February 2020
Start date:	April 2020
Reports to:	Chief Executive
Hours:	Three days per week (22.5 hours per week, 60% FTE)
Salary:	£52,000 pro rata (£31,200), plus 12% pension contribution
Location:	Home-based in the UK, France, Germany, Malawi, Netherlands, Spain or Uruguay

ORGANISATION

The Tax Justice Network carries out research, analysis and advocacy on global tax policy and financial regulation. We pursue systemic changes and long-term narrative shifts that address global and national inequalities arising from poorly designed tax policies and that promote progressive tax policies and effective financial regulation.

Our mission: To build a more just and democratic global economy

The last four decades have seen the incomes of the top one per cent soar, while those of the bottom half have stagnated. This rampant inequality is now undermining democracy across the world, while driving us towards climate catastrophe. This didn't happen by itself. Vested interests successfully lobbied for low tax rates, less regulation and fewer social protections. These delivered an economy where the false rewards of unsustainable growth go to those at the top.

We aim to reverse this trend by:

- Eliminating cross-border tax evasion and reducing tax avoidance
- Restoring control of tax policies from capital to citizens
- Reversing the shifting of the tax burden onto citizens
- Removing incentives that undermine productive investment
- Promoting the role of tax in building more equal societies

We promote the four Rs of tax:

- REVENUE / Providing funding for governments to deliver the vital public services that citizens need
- REDISTRIBUTION / Addressing poverty and inequality by sharing wealth with the poorest in society
- REPRESENTATION / Building a 'social contract' so governments are accountable to their citizens
- REPRICING / Discouraging public 'bads' including climate damage, encouraging public goods

Our achievements: A return on investment of 1,000 to 1

In the last 15 years we have:

- Put transparency policies that reduce tax avoidance and evasion (automatic exchange of tax information, public registers of beneficial owners, and public country-by-country reporting) firmly onto the global agenda
- Changed narratives around corruption, by publishing the biennial Financial Secrecy Index to show the links between secrecy, tax havens and illicit financial flows
- Created the idea of the 'finance curse' caused by oversized finance sectors and countries competing in a race to the bottom on tax and regulation
- Focused global media attention on tax justice, leading to regular front-page coverage of tax stories across the world
- Incubated new organisations like the Global Alliance for Tax Justice, Tax Justice Network Africa, ICRICT, the Fair Tax Mark and Finance Uncovered

The IMF estimates that profit-shifting (tax avoidance) by multinational companies costs \$600 billion per year. If we estimate conservatively that the introduction of OECD country-by-country reporting reduces this by just 1%, this means that governments are raising an extra \$6 billion of revenues every year. If we claim just 10% of the credit for this, this equates to \$6 billion over ten years – a period in which our total costs were around \$6 million. Ignoring all of our other achievements, this equates to a return on investment of 1,000 to 1.

www.taxjustice.net | [@TaxJusticeNet](https://twitter.com/TaxJusticeNet) | info@taxjustice.net

Tax Justice Network | Company No: 05327824 | Registered Address: 38 Stanley Avenue, Chesham HP5 2JG, UK

ROLE DESCRIPTION

In the last three years, the Tax Justice Network has doubled in size (from 10 people and £900k income to 22 people and £1.8m income) and greatly increased in complexity. This period of growth has been accompanied by a substantial investment in developing systems, policies and processes, including the building of new functions such as finance, events and network co-ordination. The challenge now is to consolidate these developments, to build on them where necessary, to ensure that they are fully embedded and to respond to new opportunities and challenges as they arise.

The Head of Operations will lead TJN's corporate functions and manage a small operations team (Finance Manager, Operations Manager and Project Manager). He or she will have oversight of the areas led by other members of this team (finance, events, IT systems, contracts, projects) and will be directly responsible for human resources, organisational policies, governance, risk management, grant reporting and setup, the coordination of fundraising activities and proposals, and impact evaluation. He or she will attend meetings of the senior management team and the board of directors in a supporting role and will also act as company secretary.

KEY RESPONSIBILITIES

Management

- Oversee TJN's operational functions and provide administrative leadership across TJN's global team
- Lead on the organisation of effective team meetings, including regular calls and in-person staff retreats
- Manage and support a dispersed operations team (Finance Manager, Operations Manager and Project Manager)
- Supervise the planning and delivery of high-level events by the Operations Manager and other colleagues
- Supervise the management of TJN's finances (including budgeting, quarterly management accounts and annual accounts and reports, and regular reviews of finance policy, procedure and controls) by the Finance Manager
- Supervise the maintenance and effective use of key systems (e.g. CRM and monitoring) by the Operations Manager
- Supervise the organisation of complex TJN projects (such as the Financial Secrecy Index) by the Project Manager

Governance

- Support the board of directors with obtaining legal support and advice as and when requested
- Act as company secretary, including preparing reports and papers for general meetings of the board of directors
- Support the ongoing assessment of board recruitment needs and manage board recruitment where needed
- Review governance structures and processes on an ongoing basis and make changes where needed
- Lead on organisational risk management, identifying emerging risks and monitoring existing risks and identifying and implementing agreed mitigation strategies
- Support the CEO with the design and delivery of an evaluation of TJN's impact, and lead on organisational learning

Human resources

- Lead on day-to-day human resources issues and queries, and on the recruitment of new staff (drafting job descriptions, managing the applicant tracking system, setting up interviews, inducting new staff members, etc)
- Support line managers in managing staff to maximise performance and team morale, and in tackling any issues
- Keep organisational policies up to date, add new policies as needed and ensure that all policies are used effectively
- Ensure compliance with all relevant legislation, both in the UK and in all other countries where TJN operates

Fundraising and grant management

- Lead on the drafting and submission of funding applications, co-ordinating contributions from across TJN as needed
- Coordinate timely reporting to existing donors in line with contractual obligations
- Lead on the negotiation and setup of new grants

Team contribution

- Participate in the wider TJN team through active contributions to team meetings and strategic planning
- Engage with professional development opportunities as they arise
- Work within the TJN code of conduct and in line with TJN's organisational policies

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PERSON SPECIFICATION

Experience

- **Management** / Experience of building and managing high-performing teams (ideally distributed global teams)
- **Non-profits** / Familiarity with the workings of charities or other non-profit organisations preferred, ideally including managing support functions to maximise efficiency and impact
- **Understanding** / Some knowledge and understanding of economic justice (ideally tax justice) issues preferred

Skills

- **Team-working** / Working with an autonomous team supportively and sensitively, balancing the need for co-ordination and clear decision-making with a consensual and collaborative management style
- **Delivery** / Coping with a large, complicated and varied workload, working quickly and efficiently without sacrificing the quality of the results
- **Presentation** / Communicating effectively, persuasively, accurately and succinctly, both in person and in writing
- **Technology** / Proficiency in standard office software and cloud-based collaboration and communication software

Attributes

- **Commitment** / Being focused on achieving high standards in pursuit of TJN's objectives
- **Adaptability** / Finding ways of dealing with unexpected opportunities and challenges
- **Resourcefulness** / Achieving results with limited financial and human resources
- **Judgement** / Managing relationships with partners sensitively but robustly as needed
- **Collaboration** / Working supportively and effectively as part of an internal team and with external partners
- **Integrity** / Choosing the right course of action when the alternative might be easier
- **Flexibility** / Willingness to do what is needed to get the job done (including some irregular hours and travel)

HOW TO APPLY

Please upload a CV (resume) and answer a series of questions, addressing the experience and skills listed in the person specification as well as your motivation, at https://airtable.com/shr1ZMeZ1lxXnzgp5?prefill_Role=HQO by Sunday 16 February at 23.59 GMT.