

## KEY FACTS

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<b>Application closing date:</b>	14 February 2021
<b>Start date:</b>	Immediately /As soon as possible
<b>Reports to:</b>	Finance Manager, Operations
<b>Contract:</b>	Open ended contract
<b>Hours:</b>	40% FTE (15 hours per week) – will consider within a range of 12-16 hours per week with flexibility over when hours are worked
<b>Salary:</b>	£9,840 to £11,480 actual per year depending on experience and skills, based on 40% hours (£24,600 to £28,700 full time equivalent)
<b>Location:</b>	Home-based in the UK or a location where the time zone is only divergent from GMT by 3 hours maximum

## ORGANISATION

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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 and others. We are a virtual organisation, with staff working from home across multiple countries and continents.

## ROLE DESCRIPTION

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The Finance and Operations Assistant will be part of the operations team at the Tax Justice Network which is led by the Director, Operations & Communications and includes the Finance Manager, Operations Manager and Project Manager. The team lead and deliver on a range of operational services from finance management, risk management, project management, event management, Human Resources, IT systems and other enabling functions.

The role will primarily support the Finance Manager but as part of a small busy team you should also be enthusiastic about providing a range of support to the wider operations team.

We are flexible on where the postholder is located, though ideally within the UK or one of the countries we have employment contracting arrangements which would include France, Germany, Spain and the Netherlands. We are also flexible about the working hours as long as the hours worked are spread over at least two days per week.

## KEY RESPONSIBILITIES

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### Expenditure

- Processing of all purchase invoices and expenses, uploading copies and supporting documents to the financial system (Xero) and updating the budget management system (Excel)
- Checking/obtaining and logging relevant authorisations required to proceed to payment
- Ensuring the appropriate receipts are logged against all card transactions
- Collating payment runs
- Dealing with supplier queries
- Ensuring expenditure is correctly allocated to budget lines and funding codes

### Income

- Administration relating to online donations and where applicable online sales (eg for ticketed events)
- Reconciling donor reporting between systems
- Assisting with funder specific reporting and project audits where required

### Month end

- Assisting the Finance Manager with monthly bank reconciliations of multiple bank accounts ensuring all postings are carried out in a timely and accurate manner
- Assisting with other reconciliations as required
- Systems maintenance including downloading and filing monthly reports and exports
- Ensuring supporting documentation is logged according to funder requirements (for restricted grants)

### Staff records and payroll

- Supporting the Finance Manager with undertaking a monthly payroll, with specific responsibility for some of the associated administration
- Assisting with record keeping and accounting procedures for non-UK payrolls
- Ensuring staff HR records are up to date and accurate
- Administering the annual leave and absence systems
- Ensuring staff timesheets are maintained and authorised in a timely fashion

### Operations

- Supporting the Operations Manager with the administration of events
- Assisting with team travel bookings/planning
- Maintaining operational IT systems, providing administration where required and supporting colleagues in their use of such systems (eg expenses processing platform, purchase approval system, asset registers and databases such as the CRM and Monitoring, Evaluation & Learning system)

### General

- General administrative support as required
- Maintaining effective communication and ensuring that all information is shared with relevant staff
- Understanding and working towards individual, team and business objectives

- Ensuring compliance with organisational policies at all times

## PERSON SPECIFICATION

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### Skills and experience

#### Essential

- Experience working in a similar finance role
- Experience of undertaking administrative tasks within tight deadlines
- Experience of carrying out reconciliations, and can demonstrate a keen eye for detail and a thorough and methodical approach
- A knowledge of how finance transaction coding structures work and an understanding of double entry bookkeeping
- Strong IT skills and a sound knowledge of Microsoft Office, particularly MS Excel
- Ability to communicate effectively, accurately and succinctly in English, in writing and verbally

#### Desirable

- Good all-round finance function knowledge ideally gained in a not-for-profit and within a small to medium sized organisation
- Experience of working with restricted funding grants
- Experience of working with multi-currency transactions
- Knowledge of payroll processing, including an understanding of withholding tax, social security and pension contributions
- Experience of implementing systems and processes
- Experience of working with a variety of cloud based platforms, ideally including Airtable, Xero, Sharepoint, Slack, Zoom
- Holding or working towards a finance qualification such as AAT

### Attributes

#### Essential

- Ability to work independently
- Excellent time management, forward planning and prioritisation
- Ability to deliver work of a high standard and excellent attention to detail
- Comfortable working at times under pressure and to regular deadlines
- Open to feedback and review with the ability to adapt work and working style accordingly
- Commitment to own professional development

#### Desirable

- Passion for tax justice and international development issues

### HOW TO APPLY

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Please upload a CV (resume) and answer a set of questions addressing some of the skills and attributes listed along with your motivation for applying [here](#) by 23:59 GMT on Sunday 14 February 2021. Please apply in English.