

## KEY FACTS

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<b>Application closing date:</b>	27 September 2022
<b>Start date:</b>	1 November 2022 onwards
<b>Reports to:</b>	Senior Researcher, Financial Secrecy
<b>Contract:</b>	Permanent
<b>Hours:</b>	100% FTE (37.5 hours per week) – will consider part time with a minimum of 60% (22.5 hours a week)
<b>Salary:</b>	£31,673 - £38,007 dependent on experience and skills and based on full time equivalent
<b>Location:</b>	Home-based and globally flexible (subject to contractual ability). We currently have employment contracting arrangements within France, Germany, Israel, Spain and the UK otherwise alternative contracting arrangements will be made. Candidates must have the right to work in their country of residence.

## ORGANISATION

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The [Tax Justice Network](#) believes our tax and financial systems are powerful tools for creating a just society that gives equal weight to the needs of everyone. Launched in 2003 we are dedicated to high-level research, analysis, campaigning and advocacy in the area of international tax and financial regulation and work to inspire and equip people and governments everywhere to reprogramme their tax systems to work for everyone. We are clear that we must take a rights-based approach in all our work, and one that challenges inequalities head-on.

We are a network of researchers, activists, tax experts, communicators, lawyers, political scientists, organisers, academics, campaigners and human rights defenders who pursue systemic changes that address the global inequalities that arise from poor tax policies; ineffective implementation of national and global tax policies and weak financial regulation. Covid 19 and the climate crisis make the coming months and years a transformative time for our societies but also for how Tax Justice Network engages with partners across the world. We are committed to supporting and engaging with approaches that recognise the critical value of cooperation and collaboration.

Founded on a co-operative ethos we are a virtual organisation, with staff working from their homes across multiple countries and continents. We are supported by grants and donations from a range of donors including Norad, the European Union and the Ford Foundation

## ROLE DESCRIPTION

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The Comparative Policy and legal Analyst role is a core part of the Financial Secrecy research team who produce, as part of their wider work, two of the flagship indices of the Tax Justice Network, the [Financial Secrecy Index](#) and the [Corporate Tax Haven Index](#).

The analyst's work will consist mainly in analysing, comparing, categorising and documenting a broad range of regulations and relevant data relating to predefined aspects of the financial secrecy and corporate tax policies of a large number of jurisdictions. The analyst will be required to work according to specific and detailed guidance for each of the comparative analytical tasks and document the findings in an elaborate database structure. The analyst will capture succinctly explanations and justifications for decisions

undertaken and categorisations made. All details need to be written both accurately and clearly as the work feeds into the public facing indices of the Tax Justice Network.

The analyst is expected to be able to work independently to the highest academic standards, demonstrating exceptional attention to detail while prioritising and completing tasks to strict deadlines. The analyst is part of a dedicated team and will receive intensive training and regular feedback both by peers and the line manager throughout the tasks. Where desired and appropriate the analyst may contribute to advocacy and outreach activities relating to our financial secrecy work, including with a view to strengthen collaboration with research institutions, civil society organisations and administration officials. The role will involve occasional travels to Tax Justice Network events and conferences.

## **KEY RESPONSIBILITIES**

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- Comparatively analysing jurisdiction's regulatory frameworks according to tightly defined indicators which relate to international aspects of tax, finance, corporate law and financial transparency (see indicators of the Financial Secrecy Index and the Corporate Tax Haven Index)
- Capturing findings within a predetermined data structure to highest academic standards, including by documenting explanations and justifications for categorisations and decisions taken in a transparent and accessible manner
- Attending and contributing to core team meetings of the Tax Justice Network as required
- Writing and/or contributing to relevant reports/research papers, based on the indices data

## **PERSON SPECIFICATION**

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### **Skills and experience**

- Completed university degree, preferably in political science, law, economics, or accounting
- Outstanding comparative analytical skills
- Experience and understanding of working in complex projects where detail, strict deadlines and team dependencies are critical for timely delivery of outputs
- Outstanding written and verbal communication skills in English
- IT skills: required: sound knowledge of Microsoft Office, particularly MS Excel; desirable: Overleaf, Latex, mysql. airtable
- Desirable: experience in tax, finance and corporate law
- Desirable: additional languages, especially Arabic, French, Portuguese or Spanish

### **Attributes**

- Meticulous attention to detail
- Ability to work independently to high standards while applying good judgment consistently and making responsible decisions
- Strong sense of teamwork and collaboration, with a positive and proactive approach to tasks
- Excellent time management, forward planning and prioritisation
- Ability to deliver work of the highest standards under pressure and to deadlines
- Open to feedback and review with the ability to adapt work and working style accordingly
- Willingness to always maintain the highest degree of confidentiality regarding all aspects of work
- 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 at <https://airtable.com/shr1Eu1Kw8xirTAMy> by 23:59 GMT on 27 September 2022. Please apply in English.