



## HEAD OF OPERATIONS

The Independent Commission for Reform of Corporate Taxation (ICRICT) is recruiting a Head of Operations to lead its corporate functions with a particular focus on developing, implementing and maintaining systems, policies and procedures with respect to Finances, People, Fundraising, Governance and Accountability, Risk assessment and Risk management.

ICRICT is currently hosted by Tax Justice Network, but it will become an independent legal entity, most probably registered in the UK, by the end of 2023. The Head of Operations will be responsible for managing the transition to a new legal entity and ensuring the functioning of the new governance and legal structure and its compliance with relevant legislation.

We are therefore looking for applicants with experience in managing the operations of a small to mid-size not for profit organisation, with excellent organisational, communication and interpersonal skills, a proven ability to manage a variety of work over broad areas of responsibility and preferably experience of working in a startup phase of an organisation's lifecycle.

### Key facts

**Application closing date:** 18 October 2023 (23:59 UTC+!)

**Start date:** As soon as possible

**Reports to:** Head of Secretariat

**Hours:** 22.5-30 hours per week which is 60-80% of the full time equivalent (37.5 hours) across a minimum of 3 days a week

**Salary:** Full time equivalent range £43,919 to £50,254/€51,353 to €58,759/\$52,782 to \$60,394 based on experience and skills plus 12% employer pension contribution and other benefits, or equivalent based on contractual requirements. All to be pro-rata dependent on agreed hours of work.

**Location:** 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.

### Role description

The Head of Operations will be responsible for the effective management of ICRICT's corporate functions. They will be directly responsible for financial management and reporting, people management, organisational risk management, governance and compliance including policy development and management, reporting and evaluation and event support.

The Head of Operations will design and manage systems to support the growth of the organisation, including the planning and operation of projects, collaborations, finance and people resources.

ICRICT is currently hosted by Tax Justice Network. Due to the recent period of growth, ICRICT is now to become an independent entity. The Head of Operations will be responsible for developing systems, policies and processes to ensure a smooth transition and creation of a strong independent entity (expected to be complete in early 2024).

## **Responsibilities**

### **Financial Management**

- Ensure that ICRICT has all relevant policies and procedures in place to enable sound management of finances and that these are reviewed at least annually.
- Prepare and oversee ICRICT's finances including budgeting, periodic financial reporting (monthly management accounts, quarterly finance reports and year end), treasury and cashflow.
- Co-ordinate fundraising proposals, grant administration and reporting to donors and preparation of all financial statements.
- Manage timely delivery of annual accounts and audit by working closely with ICRICT's accountant and auditors who will be preparing the statutory accounts.

### **Operations management**

- Design, oversee and continuously improve operational policies, systems and processes that enable the effective functioning of a globally dispersed team of staff.
- Strengthen the organisation's virtual infrastructure, including by ensuring appropriate IT, communications and information management systems are in place and supporting the use thereof.
- Ensure compliance with legal, insurance, and security standards and requirements.
- Lead on procurement policies and procedures and ensure compliance with them.
- Contribute to the planning and delivery of ICRICT public events including overseeing and coordinating the organisation of conferences, workshops, meetings, and other events relating to ICRICT's work.

### **Governance**

- Contribute to organisational governance structures and processes and review on an ongoing basis, proposing changes where needed.
- Lead on organisational risk management and compliance with regulatory requirements, identifying and monitoring risks and mitigation strategies and reporting as required.
- Support the Head of ICRICT Secretariat with the design and delivery of an evaluation of ICRICT's impact, and lead on organisational learning.

### **People Management**

- Develop, implement, and manage ICRICT's people management policies and procedures that fulfil the needs of a globally dispersed remote team.

- Lead on day-to-day people issues and queries, and on the recruitment of new team members (including drafting job descriptions, managing the recruitment process and inducting new staff members)
- Along with the Head of Secretariat, develop and implement a performance management system that embeds staff development.

## **Person specification**

### **Experience**

#### ***Essential***

- Relevant and substantial professional experience of financial and operations management, preferably in an international NGO.
- Familiarity with the workings of charities or other non-profit organisations preferred, ideally including managing support functions to maximise efficiency and impact.

#### ***Desirable***

- Experience of supporting the establishment of a new organisation.
- Experience of working with a governing group (e.g., board of directors)
- Experience of working in a similar role within a UK based company or charity

### **Skills and Knowledge**

#### ***Essential***

- Financial literacy skills with the ability to work strategically as well as at an operational level in terms of financial management.
- Strong written and verbal English communications skills that are sufficient to produce internal and external reports, board papers, event materials, devise and implement policies and are effective, persuasive, accurate and succinct.
- Ability to work supportively and sensitively in an autonomous and remote team, balancing the need for co-ordination and clear decision-making with a consensual and collaborative management style.
- Attention to detail whilst coping with a large, complicated and varied workload with the ability to work quickly and efficiently without sacrificing the quality of the results.
- Strong analytical and strategic decision-making skills.
- Strong IT skills and a sound knowledge of Microsoft Office.
- Ability to apply good judgment consistently and make good and responsible decisions, including in managing risk.

#### ***Desirable***

- Demonstrated ability to work with colleagues/stakeholders in multi country locations and with different cultures.
- Familiarity with UK or other EU corporate governance.
- Knowledge and understanding of economic justice (ideally tax justice) issues.

### **Personal Attributes**

- **Adaptability** / Finding ways of dealing with unexpected opportunities and challenges.
- **Resourcefulness** / Achieving results with limited resources.
- **Judgement** / Managing relationships sensitively but robustly as needed.
- **Collaboration** / Working supportively and effectively as part of an internal team and with external partners.
- **Commitment** / Being focused on achieving high standards in pursuit of the ICRICT's objectives.
- **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.

## About ICRICT

ICRICT is a unique body of prominent and influential thinkers that promotes international corporate tax reform and a more inclusive discussion of corporate tax rules. Its perspective is that of the global public interest, rather than national or corporate interest, and it promotes tax reforms that support sustainable development, the reduction of poverty and inequality, good-quality public services, and the fulfilment of states' human rights obligations.

ICRICT has become an influential global voice in the corporate tax debate, often challenging official orthodoxy and calling for deeper reforms, which are set out in its Declaration and subsequent statements. Its audience includes international institutions, national governments, businesses, trade unions, civil society organizations, and the general public. Communications activities are critical in advancing ICRICT's goals and in responding to the challenges of the current context.

The [Commission](#) is chaired by Jayati Ghosh and Joseph Stiglitz and current members are Eva Joly, Edmund Fitzgerald, Léonce Ndikumana, Irene Ovonji-Odida, Kim Jacinto Henares, Ricardo Martner, Gabriel Zucman, Magdalena Sepúlveda, Thomas Piketty, Wayne Swan, José Antonio Ocampo and Martin Guzman.

The Commission is governed by a [Steering Committee](#) of interested global organisations and individuals committed to a fairer, more inclusive global tax system.

The ICRICT secretariat, of which this role is a part of, supports the Commission and manages its work on behalf of the Steering Committee.

## ICRICT's commitment to diversity and equal opportunities

ICRICT is committed to a society based on equality, which embraces diversity and where everyone is treated fairly, with respect, and free from discrimination. We recognise there is an organisational responsibility to tackle inequality and encourage diversity in respect of both the work we undertake and the people we employ and that every employee of the organisation has a personal responsibility to abide by and promote the policy.

We are particularly keen to consider candidates from groups that are historically underrepresented in the international tax field.

Everyone has the right to be treated with fairness, dignity, and respect. ICRICT recognises that discrimination can occur and will promote anti-discriminatory practices for people who may be discriminated against on grounds of race, colour, nationality, ethnic origin, religion, belief, gender, class, HIV & AIDS, age, disability, marital status, pregnancy, people who are gay, lesbian or transgender, people who have dependents or people who are using mental health services.

ICRICT is at present legally and fiscally hosted by Tax Justice Network, a UK based not-for-profit organisation (company reg 05327824) which will therefore be the contracting party for this role in the first instance.

#### **HOW TO APPLY**

To apply please upload a CV (resume) and answer a series of questions at <https://airtable.com/appCSBboMNf8HiLBR/shrABtwZy1hFE15TI> by 23:59 (UK time) on 18 October 2023. Interviews, which will be in English, are planned to be held on Monday 23 and Thursday 26 October 2023.