

KEY FACTS

Application closing date:	10 April 2024
Start date:	Immediately /As soon as possible
Reports to:	Director of Organisational Support and Development
Contract:	Open
Hours:	100% FTE (37.5 hours per week) – will consider part time with a minimum of 80% (30 hours a week)
Salary:	£53,421/€62,463/\$64,201 - £61,867/€72,338/\$74,351 plus 12% employer pension contribution, or equivalent based on contractual requirements and full time equivalent. Appointment on the scale dependent on skills and experience.
Location:	Home-based (anywhere in the world, subject to contracting requirements)

ROLE DESCRIPTION

This varied role leads on Tax Justice Network's strategic financial reporting and budgeting, and the organisation's compliance with relevant statutory regulations and funder contractual obligations. It is integral to the successful operations of the organisation, ensuring sound financial control, reporting, and management of the day-to-day accounting and payroll and line manages the Finance & Reporting Officer and Finance Assistant.

KEY RESPONSIBILITIES

Finance

- Proposing the annual internal budget including advising on related policy or strategy changes for consideration by the Senior Management Team, and assimilating any new funding obtained mid-year into said budgets and reporting mechanisms.
- Generating and updating the financial pipeline and forward forecasting.
- Compiling the periodic management accounts, including the forecasting, analysis and narrative commentary; and providing content for any additional relevant Board papers as required.
- Overseeing the reporting requirements for all funding, setting up schedules and monitoring submissions, managing internal coordination of producing the reports, and signing off financial reports.
- Scoping compliance and reporting considerations in relation to new funders, and providing input into financial components of fundraising bids, assisting with other areas as required (eg bid administration and due diligence processes).
- Providing insight for financial decision making, enabling the provision of relevant financial information to stakeholders and supporting the use thereof.
- Leading on liaison with external auditors for matters not conducted directly by Board, coordinating the year end schedule and reviewing final draft accounts.
- Seeking specialist advice on financial or compliance matters as required.

- Leading on the treasury requirements of the organisation, checking and authorising payment runs, managing bank balances (including foreign exchange requirements) and leading on account management/administration with institutions.
- Supporting the set up and subsequent fledging of hosted arrangements with other parties, overseeing their financial and contractual requirements alongside and within those of Tax Justice Network and navigating reporting or compliance complexities that may arise as a consequence of the arrangements.
- Assisting the Company Secretary with ensuring timely returns to external bodies such as Companies House and tax authorities, and responsibility for maintaining other statutory provisions such as insurances.
- Developing, implementing and monitoring the organisation's financial systems, policies and procedures to promote best practice and up-to-date application of tools, approaches or regulatory changes.
- Overseeing all day to day aspects of the finance function, dealing with high profile or complex queries and ensuring robust management of the organisation's financial performance and efficient use of funds.

Human Resources

- Managing payroll set up in all jurisdictions, including scoping the compliance landscape in countries of new recruits or in relation to relocations, and overseeing the day to day management once set up.
- Assisting the Director with people or governance related matters, providing research, advice and administrative support as required.

Team

- Line managing the Finance & Reporting Officer and Finance Assistant
- Working alongside other Organisation Support and Development team members to support their implementation of cross organisational systems and special projects.
- Understanding and working towards individual, team and business objectives.
- Maintaining effective communication and ensuring that all information is shared with relevant staff.

PERSON SPECIFICATION

Skills and experience

Essential

- Significant experience of strategic financial management including multi-currency Treasury.
- Experience and knowledge of managing payroll and company tax compliance obligations in multiple jurisdictions.
- Ability to strategise and solve problems.
- Strong leadership and organisational skills.
- Excellent communication and people skills.
- In depth knowledge of charity accounting principles and the relevant laws and risk management practices and the experience of applying them in a small to medium size organisation.
- Experience in managing the financial and reporting aspects of fundraising applications and grant management.
- Sound knowledge of data analysis and forecasting methods.

- Proficient in the use of Information Technology including Microsoft Office and financial management software.

Desirable

- Experience of managing the financial obligations of European funding, bilateral government funding and funding from multiple jurisdictions.
- Skills and knowledge in using Xero and Zoho financial management software.

Attributes

Essential

- Motivated and able to work on own (as role is home based and remote)
- A pragmatic approach and ability to juggle competing priorities.
- Diligent with a strong attention to detail alongside a respect of deadlines.
- Ability to lead and develop a team.

Desirable

- Passion for tax justice and international development issues
- Willingness to travel abroad for staff meetings

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/appCSBboMNf8HiLBR/shrgNQNgormfIJAQZ> by Wednesday 10th April 2024 23.59 GMT. Interviews will be held, remotely, on either Wednesday 17th or Thursday 18th April 2024.