

Job Advert



JOB TITLE: Research Analyst.

SALARY: £34,000 – £38,500 FTE dependent on experience.

HOURS: Part time, 3-4 days per week (22.5-30hrs). A flexible working policy is offered, with core working hours of 1000hrs-1500hrs.

CONTRACT: Initial 12 month fixed term contract with possible extension beyond that, subject to successfully completing a three month probationary period.

LOCATION: Remote, with in-person team meetings at least every 2 months.

BENEFITS: 22 days paid annual leave per year pro rated, plus eight Bank Holidays. A contribution of up to £175pcm towards a co-working desk.

WHO ARE WE: TaxWatch is the UK's only charity dedicated to compliance and sound administration of the law in the field of taxation. We are an investigative think tank which conducts forensic research and analysis on tax compliance, tax policy, and tax law, publishing our research to improve public understanding of these issues. We are independent of any political party.

ROLE AND RESPONSIBILITIES: We are seeking a Research Analyst to join our small team.

As a small organisation roles are fluid, and everyone is expected to step in to assist as and when they can. Daily tasks revolve around three core responsibilities – research, written communications, and outreach.

- Develop **research** from initial concept to finished product – working with the Director, you will collate initial research, assess the collated material, and process it, considering how it can be used to support TaxWatch projects.
- Producing high quality **written** work - ranging from short form, reactive takes on emerging policy developments, to long form written reports based on deep-dive investigative work.
- **Outreach** work – using our website, social media accounts and newsletter to help increase our reach, liaising with other organisations, journalists, politicians and government bodies.

In addition there will be a requirement to help out with a range of administrative tasks that to support the running of our small organisation.

JOB REQUIREMENTS:

ESSENTIAL:

- Strong writing capability. TaxWatch is an organisation that places a high priority on concise and effective written style. Research must be clear, accurate and to the point.
- Critical thinking and a curious mindset, particularly seeking out and analysing data and financial information/statistics.

- Ability to work remotely while working co-operatively with wider team. Organised and logical in approach
- Self motivated. Able to successfully manage own time, work, and hit deadlines.

DESIRABLE

- Understanding of tax or accounting issues, particularly with regards to policy, enforcement or legislation.
- Comfort with statistics, and/or explaining complex issues to non- specialist audiences
- Confident communicator and able to express their thoughts clearly, representing TaxWatch credibly to external stakeholders.

HOW TO APPLY: CV (no more than two pages), and covering letter (one page), to be emailed to Claire Ralph at claire@taxwatchuk.org. A short written exercise will be emailed to successful applicants at an agreed upon time in the week prior to interview.

CLOSING DATE: 23:59hrs, Sunday 7 April 2024.

INTERVIEWS: Date and location tbc. Likely week commencing Monday 16 April via Teams or in person in Bristol.