**JOB TITLE:** Project Research Officer

**ROLE:** We are seeking a Project Research Officer to join our small team to work on a specific research project, which examines the use of data and powers by HMRC in addressing offshore tax compliance.

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

**HOURS:** Part time, 2 days per week (15hrs). A flexible working policy is offered, with core working hours of 1000hrs-1500hrs.

**CONTRACT:** 24 month fixed term contract, subject to successfully completing a three month probationary period.

**LOCATION:** Remote, with periodic in-person team meetings (quarterly).

**BENEFITS:** 24 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:**

Working with the Director and existing Research Analyst to conduct a research project examining the ways in which HMRC addresses offshore compliance, with a focus on its use of information and existing enforcement powers, identifying areas where compliance could be improved.

Develop and undertake the research project within specified timescales, from inception to delivery, in collaboration with the wider TaxWatch team, driving the project forward, providing updates on progress the Director and Trustees. This will involve:

* Identifying key stakeholders relevant to the project, developing and building relationships, conducting interviews, gaining insight from their knowledge and experiences and identifying areas for further investigation.
* Requesting and analysing information from HMRC.
* Analysing both qualitative and quantitative data to identify key findings and making policy and procedural recommendations based on the findings.
* Producing high quality written work, including long form written reports based on the research undertaken.
* Liaising with other organisations, journalists, politicians and government bodies to publicise the findings of the report.
* A limited amount of administrative tasks that support the running of the project including documentation of research findings and tracking Freedom of Information requests on team systems.

**JOB REQUIREMENTS:**

ESSENTIAL:

* Critical thinking and a curious mindset, particularly seeking out and analysing data, from both qualitative and quantitative sources.
* 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.
* 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.
* Comfortable with statistics, and explaining complex issues to non-specialist audiences.
* Confident communicator and able to express their thoughts clearly, representing TaxWatch credibly to external stakeholders.

DESIRABLE

* A good understanding of offshore tax compliance and how HMRC currently addresses it.
* Knowledge of the current legislation pertaining to the taxation of offshore income and gains, and the enforcement powers held by HMRC.
* Recent employment or work experience in HMRC with either Fraud Investigation Service (FIS) or Risk & Intelligence Service (RIS).

**HOW TO APPLY:** CV (no more than two pages), and covering letter (one page), to be emailed to Claire Aston at claire@taxwatchuk.org.

**CLOSING DATE:** Friday 15 November 2024.

**INTERVIEWS:** Date and location tbc. Likely week commencing 25 November via Teams or in person in Bristol.