



## **CANDIDATE BRIEF: Financial Controller**

### **About Fair Trials**

Fair Trials is an international human rights NGO, which exists to build respect for the human right to a fair trial in criminal cases. We have grown strongly in recent years with income of £1.1m in 2018 and have an established track-record as a trusted voice on criminal justice. We have 16 staff across offices in London, Brussels and Washington DC, and are in the process of increasing the geographical reach of our work.

### **Salary and conditions**

The post of Financial is a Full time or Part time (min 28 hours per week for part time). The gross salary is £40-50,000 (to be prorated) per year. There will be 25 days' paid holiday each year for full time (prorated for part time) (plus bank holidays) and a 5% pension contribution. The role is based in London.

### **To apply**

Please send a CV and cover letter electronically to [recruitment@fairtrials.net](mailto:recruitment@fairtrials.net) **no later than 5pm on 4<sup>th</sup> December 2018**. Applications received after this will not be considered. Please clearly include your name and "Financial Controller" in the subject field of the email.

Your CV and cover letter should include:

- Your name and contact details.
- Your educational history, including universities/colleges attended with dates and significant qualifications obtained.
- Your employment history, including all significant posts you have held – with dates, the names of the employers, and a description of the main duties, together with your present or most recent salary, and your contractual notice period. (You should also explain any significant gaps, e.g. covered by travelling, self-employment etc.).
- An explanation of why you would like the job; the qualities you would bring to it; how you would approach the task if you were awarded the post.
- The names and contact details of two referees who know your work, who may be contacted if you are short-listed.
- Information about how you learned of the post.

If you have any queries, please send them to the same email address or call Rosalyn Salmon on +44 (0)20 7822 2370.

**The selection process**

We will aim to inform short-listed candidates by 10<sup>th</sup> December 2018, with interviews for short-listed candidates being held in London during week commencing 17<sup>th</sup> December 2018 or early in the new year if this is not possible. For those unable to attend the interview in person, Skype interviews may be possible.

Fair Trials is conducting this appointment on equal opportunity principles and will welcome applications from candidates who can fulfil the requirements of the post irrespective of race, nationality, gender, sexual orientation, age or disability.

The personal data which you have provided, and which we may request, in connection with your application, will not be retained beyond 12 months should your application be unsuccessful. If you are appointed, your personal data will only be used for the purposes of human resources management.