



## **CANDIDATE BRIEF: Finance Manager**

### **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 gradually over the past five years and have an established track-record as a trusted voice on criminal justice. We have 17 staff across offices in London, Brussels and Washington DC, and are in the process of increasing the geographical reach of our work.

### **Fair Trials Europe**

Fair Trials has become a leading contributor to exciting developments in the field of criminal justice across the European Union. Fair Trials Europe was established as a nonprofit public foundation in Belgium in 2014, to act as Fair Trials' hub of expertise in Europe. It is, itself, at the heart of an engaged EU-wide network of over 200 criminal justice and human rights experts (the Legal Experts Advisory Panel, LEAP) which it coordinates.

### **Salary and conditions**

The post of Finance Manager is part time. Full time equivalent salary of up to €3,592 gross per month plus 13th month and holiday allowance (pro-rated for part time). The role is based in Brussels.

### **To apply**

Please send a CV and cover letter electronically to [recruitment@fairtrials.net](mailto:recruitment@fairtrials.net) **no later than noon on 25<sup>th</sup> October 2020**. Applications received after this will not be considered. Please clearly include your name and "Finance Manager" 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.

### **The selection process**

We will aim to inform short-listed candidates by week ending 30 October 2020, with interviews for short-listed candidates being held online during week commencing the 9 November 2020. If necessary, a second round of interviews may be scheduled at a later date. All interviews will be held online. The recruitment process will involve an interview with a panel and potentially a financial exercise conducted at a later stage.

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.

**Sept 2020**