

SI (Soroptimist International) Limited
Recruitment Pack
International Treasurer 2020 - 2021



www.soroptimistinternational.org

July 2018

SOROPTIMIST INTERNATIONAL TREASURER, 2020 - 2021

Call for Nominations:

International Treasurer to SI (Soroptimist International) Limited 01 January 2020 – 31 December 2021

Soroptimist International is pleased to announce that it is inviting applications for the volunteer role, SI Treasurer for the 2020– 21 biennium.

The SI Treasurer, who is also appointed as a voting director of the company works closely with the SI Global Executive Director based in the UK, the SI Executive Team, the Board of Directors and will be a member of the Finance Committee. The successful candidate will be a volunteer and an accredited member of their nominating Federation. They will be required to demonstrate their financial competencies and will be a qualified accountant, with working knowledge of UK accounting standards and practices.

Further, candidates will need to be proficient users of Microsoft software, email and ideally accounting software Xero. The range of reporting responsibilities include: quarterly preparation of budget and actual statements and reporting of company investments; annual budget preparation and cashflow forecast, and supervision of audit preparation for financial statements which are submitted to Her Majesty's Revenue and Customs. Candidates should also bear in mind that they will need to have frequent access to online banking and should allow for a minimum commitment of 8 hours per week. Candidates should note that in 2018 book keeping and payroll for the company were outsourced.

The successful candidate will be confident when presenting financial information and able to respond knowledgeably to queries posed during meetings. Financial competencies will need to be demonstrated in application and at interview; further attested to by both professional and character references.

How to Apply

Candidates should demonstrate their ability to execute the role by submission of their CV and supporting statement and following the process cited in the attached Role Description and Person Specification.

Applications should be sent to your Federation Executive Director by **15 September 2018**.

Please send any general queries to the Global Executive Director by email to: deborah.thomas@soroptimistinternational.org

About Soroptimist International

Soroptimists Educate, Empower and Enable women and girls to have an equal voice to achieve gender equality and strong, peaceful communities worldwide. Soroptimist International is committed to Human Rights for all, Global Peace and International Goodwill, advancing women's potential, integrity and democratic decision-making, volunteering, diversity and friendship.

Soroptimist International conducts all its business through a company limited by guarantee, entitled SI (Soroptimist International) Limited (hereafter referred to as *SI* or *the company*) The company is registered in England and Wales with Companies House, company number 08670477. The company has four members:

The Federation of Soroptimist International of the Americas
The Federation of Soroptimist International of Europe
The Federation of Soroptimist International of Great Britain and Ireland
The Federation of Soroptimist International of the South West Pacific

The company has eleven directors, two from each member federation, plus the SI President, Treasurer and Director of Advocacy who are each appointed as a director of the company; each director has one vote; voting in board meetings and by electronic ballot.

The Global Executive Director is also appointed as the Secretary of the Company. In 2018 the company contracted an outsourcing company to undertake its book keeping and payroll, using Xero software; the SI Treasurer and SI GED both have access to view and create reports from the Xero record. The company conducts its finances principally in UK pounds, Euros and US dollars; other currencies as required are also transacted. The SI President Appeal is also conducted through the company; financial activity is reported within the annual financial statements.

Four Authorised Representatives are appointed to participate in the annual general meetings and general meetings of the company; one representative from each member federation. The Authorised Representatives are confirmed annually to the Company Secretary.

The company has an Executive Team who serve for a pre-determined biennium and who are more involved with the day to day management of activities and work closely with the permanent staff at SIHQ. The Executive Team comprises: SI President, SI President Elect or SI Immediate Past President, SI Director of Advocacy and the SI Treasurer; the SI Procedural Consultant and SI Global Executive Director (permanent staff) are advisors to the Executive Team.

Criteria for Selection

1. Professionally qualified accountant;
2. A minimum of 5 years business and financial experience in a managerial capacity;
3. Experience at Federation Board level is advantageous;
4. Ability to interpret and extract relevant information and, when needed, produce reports from Xero accounting software;
5. Proficient with Microsoft Excel; Word; email and online banking
6. Ability to liaise in English with appointed outsourced book keeping and payroll service
7. Currently a member of good standing in a Soroptimist Club;
8. Current working knowledge of UK tax and company law.

How Elected

Applications for the position of Treasurer shall appear on the members section of the SI website and Federation websites by 13 August, until 14 September 2018, together with the role description and person specification.

Candidates must send their applications electronically to their Federation Executive Director by **15 September 2018**.

The Federation Executive Director shall forward the application signed by an Officer of the Federation together with a letter confirming that the candidate is in good standing in respect of the criteria of her Federation plus character and professional references to the SI Global Executive Director at SIHQ by **28 September 2018**.

A Panel ("selection panel") as per Part 8.4.2 of the Byelaws appointed by the SI Board will hold interviews electronically between **01 – 12 October 2018** and shall select a candidate for election by the SI Board. The SI Board will receive the panel's recommendation at their scheduled board meeting on **20 November 2018**. Their decision will be made known to the appointed candidate as soon as possible following the meeting.

The elected candidate will assume the post as SI Treasurer Elect on **01 January 2019** and work closely with the current SI Treasurer and SI Global Executive Director.

Commencement of Office

The SI Treasurer shall take office on **01 January 2020**.

Term of Office

The term of office shall be for a period of two years with the possibility of re-appointment by the appropriate selection panel for a further two years. In order to be considered for reappointment the incumbent must apply when the post is advertised. The SI Board must approve any reappointment to this post.

Responsibilities

The SI Treasurer shall oversee the finances of SI, serve as a voting Director of the company, member of the Executive Team and a member of the Finance Committee and perform such other duties as may be assigned by Board of SI and as specified below.

1. Financial Management

- a. Routinely oversee the financial transactions of SI to include approval of expenditures prior to payment;
- b. In conjunction with the Chair of Finance and SI GED make recommendations to the SI Board regarding the financial affairs of the company;
- c. Prepare, with the assistance of the SI GED, a financial statement for review by the SI Board at each meeting and at such other times as maybe required by the SI Board;
- d. Annually present and distribute audited accounts to the SI Board at its annual face to face meeting
- f. Liaise with SI GED and other staff as necessary to oversee the end of year accounts and reports enabling production of final statements and associated schedules in preparation for audit;
- g. Monitor expenditures against the adopted budget each quarter, highlighting and requesting justification for any overspending from the SI GED;
- h. Submit quarterly reports to the Executive Team in preparation for Executive Team meetings. Following review by the Executive Team, the quarterly financial reports will then be submitted to the Directors.

2. Procurement and Governance

- a. Supply information as may be required by the Finance Committee to facilitate competitive tendering for the audit of SI every 3 years;
- b. Authorize, in conjunction with the SI President and the SI GED, requests for extraordinary payments;
- c. Where agreement is obtained to a specific proposal, report to the Board and make the appropriate recommendation including any changes required to the Bye-Laws, Manuals and Policies.
- d. Prepare SI Board reports to encompass financial activity and auditors' recommendations for the preceding year;

- e. Assisted by the SIGED, respond to requests for financial information or explanation from the Finance Committee;

3. Budget and Strategic Planning

- a. In conjunction with the SIGED and Executive Team, prepare the proposed budget for SI and develop a business strategy (including revenue generation and fund management options) for the next calendar year and present it to the Chair of Finance for review and the SI Board for approval;
- b. In the annual report to the SI Board, include a review of the per capita dues payable by Federations to SI, recommending any changes necessary;
- c. Prepare a two-year financial forecast reflecting estimated annual income and expenditures.

4. Review Role

The post holder is required to review her role description with Global Executive Director annually and in timely preparation for recruitment for next biennium; updates should be sent to the Chair of the Governance Committee.

Attendance at SI Meetings

The SI Treasurer shall attend all SI Board and Executive Team meetings, the cost of which shall be funded by SI according to the Travel and Expenses policy and in line with the Treasurer's travel budget. The Treasurer should allow for 3 -4 visits to SIHQ (Cambridge, UK) per annum and to attend the annual face to face board meeting; all meetings funded by SI as per agreed budget She should also be available to attend eBoard meetings, which are held at various times of the day to ensure unsociable times are shared across the attendees.