SIGBI DIRECTOR OF FINANCE

The Director of Finance is expected to have a good understanding of the organisation across the Federation and at International level.

PURPOSE AND ROLE
To carry out the duties of and to serve as a Director of the Board of Soroptimist International Great Britain and Ireland (SIGBI) Limited.

To lead and direct SIGBI’s finance activities.

To lead a Standing Committee to complete the objectives relating to Finance within SIGBI’s Strategic Plan.

KEY TASKS
1. Act as a Director of SIGBI Limited and make an effective contribution as part of the Board. Duties to include:
   • Contribute to the SIGBI strategic plan.
   • Submit reports to Board meetings.
   • Attend and participate in Board meetings (both face to face and electronic).
   • Respond in a timely manner to requests for views and decisions from other members of the Board and SIGBI staff.

2. Create a Work Plan for the finance activities within SIGBI.

3. With the support of a Standing Committee, ensure the finance of the charitable company and its subsidiary is in accordance with relevant regulation, statutory or otherwise.

4. Contribute to effective communications through timely submission of articles and information via all communications media in use by SIGBI.

5. Liaise with the SIGBI Auditors and provide a Statement of Accounts and Balance Sheet as at 31 March each year, which shall be audited and laid before the members and presented at a SIGBI General Meeting if held.

6. Prepare budgets on an annual basis.

7. Manage the SIGBI budget to ensure it remains on target and amend when/where necessary.

8. Review management accounts and cash flows and report to the Board at each Board meeting.

9. Liaise with the Executive Officer and staff team to direct the financial aspects of SIGBI.

10. Act as one of the cheque signatories for SIGBI Limited.

11. Act as the Director of Finance of SIGBI Trading Limited.

12. Act as a Trustee and Treasurer of Emergency Relief Fund (ERF).

13. Act as one of the two SIGBI Representatives to the Benevolent Fund (BF) and act as Treasurer.
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Essential Skills
Demonstrate working at a management level within private, the public or charitable sectors.
Chartered Management Accountant, CCAB qualified or equivalent.
Demonstrate evidence of excellent written and verbal communication skills.
Demonstrate evidence of contributing to a strategic plan and implementing work/operational plans. Demonstrate evidence of the ability to think both creatively and strategically.
Demonstrate evidence of good leadership skills.
Demonstrate evidence of the ability to work independently and with teams and delegate where necessary.

Desirable Experience
Experience of working on a Board/Committee.
Experience of chairing meetings.
Experience of project management.
Proven experience and demonstrable working knowledge of Charity Law.
A good working knowledge of technology

METHOD OF APPOINTMENT/ELECTION
An open call for nominations, when applicable, will be circulated to Clubs in January of each year, to include a closing date for nominations.

A candidate shall be in good standing.

A candidate will be expected to demonstrate her experience/expertise in line with the essential and desirable criteria outlined in this Role Specification.

Candidates will be required to submit a two-minute video, outlining their statement of intent for the role of Finance Director.

Candidates will be interviewed by a Panel (to be created by the Board of SIGBI Limited). Those candidates who clearly demonstrate the appropriate skills and knowledge related to the post will go forward on a ballot paper for voting by Clubs.

Unsuccessful candidates will be notified by the Chair of the Panel of the reasons why they were unsuccessful, based on feedback from the Panel.

TERM OF OFFICE
Two Federation years, eligible for re-election for a re-appointment/election for a further two years to serve a maximum of four years.

The Director takes office at the beginning of the Federation year, following the election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

REMOVAL FROM OFFICE
Where a SIGBI Director of Finance is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the SIGBI Director of Finance being notified of her removal from office.
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RIGHT OF APPEAL
The SIGBI Director of Finance has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Director of Finance’s notice of removal from office is suspended pending the result of that appeal.

A SIGBI Director of Finance removed from office shall be precluded from taking further office at any level within SIGBI.

FUNDING
Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Regions, National Associations, Network or Countries will be met by the hosts, excluding those visits deemed related to SIGBI’s strategic priorities.

Travel and subsistence payments for attendance at Board, SIGBI programme Action Committee and SIGBI General Meetings (as appropriate) will be aid in accordance with the SIGBI Expenses Policy.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.