SI (Soroptimist International) Limited

Recruitment Pack

Soroptimist International Treasurer 2022-2023

www.soroptimistinternational.org

01 June 2020

SOROPTIMIST INTERNATIONAL TREASURER, 2022 - 2023

Call for Applications:

Soroptimist International Treasurer to SI (Soroptimist International) Limited
01 January 2022 – 31 December 2023

Soroptimist International (SI) is pleased to announce that it is inviting applications for the volunteer role, SI Treasurer for the 2022– 23 biennium.

The SI Treasurer works closely with the SI Global Executive Director (SI GED) and SI Chair of Finance and is a member of the SI Board of Directors. The SI Treasurer oversees all Company finances and jointly plans and manages the annual operational budget with the SI GED.

The successful candidate can expect to assign the equivalent of up to 2 days per week to this role, which may increase during preparation of quarterly reporting and annual audit. The appointed person will be a volunteer and an accredited member of their nominating Federation. They should be appropriately qualified and experienced, a confident presenter and willing to work across several time zones with SIHQ and appointed volunteers using virtual meeting software. They will need to be a proficient user of Microsoft Office applications and email. Candidates are encouraged to demonstrate their understanding of UK financial reporting and tax and company legislation. These will be reviewed at interview and 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 following Role Description which should be sent to your Federation Executive Director by **24 August 2020.** Please include two references (one professional and one Soroptimist).

General queries or requests for an informal discussion should be sent to the SI GED by email to: deborah.thomas@soroptimistinternational.org by **01 August 2020**

Timetable:	
Applications open:	01 June 2020
Candidates to submit Applications to their Federation Executive Director by:	15 August 2020
Shortlisting:	Shortlisted candidates will be notified by 15 September 2020
Interview Dates:	Between 15 September – 31 October 2020
Final Appointment:	Selected candidate will be notified by 30 November 2020

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, SI Treasurer and SI Director of Advocacy who are each appointed as a Director of the Company. Each Director has one vote and votes in Board meetings and by electronic ballot.

The SI GED is also appointed as the Secretary of the Company. In 2018 the company contracted an outsourcing company to undertake its bookkeeping 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 but also transacts in other currencies as required. 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.

The principle activities of SI include Global Advocacy, Communications, President Appeal and quadrennial Conventions.

SI TREASURER

Criteria for Selection

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

How Elected

The position of SI Treasurer shall appear on the members' section of the SI website and on Federation websites from 1 June of each even numbered year (at least 18 months prior to the end of the biennium) together with the job description and person specification. Candidates must send their application and references electronically to their Federation Executive Director by 15 August of that year. 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 GED at SIHQ by 31 August of that year.

A selection panel as per Bye-Laws 8.4.2 shall be established.

By 30 November of that year, the panel appointed by the SI Board shall interview and advise the Board of their selection for approval by the Board by secret electronic ballot. The result will be announced as soon as the outcome of the ballot is known, and the candidate will take up the position of SI Treasurer Elect by 1 January of the year before her term of office commences.

Commencement of office

SI Treasurer Elect will take office by 1 January of that year before her term of office commences working closely with the current SI Treasurer and SI GED and SI Chair of Finance. Their term as SI Treasurer will begin January 1 at the beginning of the biennium. Refer Part 8.4.2 of the Bye-Laws.

Term of office

Two years with the possibility of re-appointment by the Board on the recommendation of the selection panel for a further two years. To be considered for re-appointment, the incumbent must apply when the post is advertised and be selected as the successful applicant for appointment by the Board. Refer to Part 8.5.3 of the Bye-Laws.

The SI Treasurer Elect will take office by 1 January of the year before her term of office commences, working closely with the SI Treasurer and the SI GED; the term will last one year.

Responsibilities

The SI Treasurer shall oversee the finances of SI (Soroptimist International) Limited (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 Global Executive Director (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 Financial Statements 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. Authorise, 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 SI GED respond to requests for financial information or explanation from the Finance Committee.

3. Budget and Strategic Planning

a. In conjunction with the SI GED 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 her 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 SI GED annually and in timely preparation for recruitment for next biennium; updates should be sent to the Chair of the Governance Committee.

5. As Immediate Past SI Treasurer

At the end of her term as SI Treasurer, it is recognised that the Immediate Past SI Treasurer will be required to:

- Be available to assist with the audit and completion of the financial statements for her final financial year (which will end on the same day as her last day as SI Treasurer) – envisaged as a 9-month requirement from the day she demits office
- To remain appointed on Barclays.net for a period of 3 months (from the day she demits office) to authorise payments if the new SI Treasurer is unable to do so
- To remain appointed as a Systems Administrator of Barclays.net for a period of 3 months (from the day she demits office) to ensure the company has adequate coverage for administrative changes to the online platform
- To be available to assist with unresolved queries for a period of up to 12 months (from the day she demits office)

6. 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 SI Travel and Expenses policy and in line with the SI Treasurer's travel budget. The SI 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.

Temporary inability to serve

Refer to Part 8.6.3 of the Bye-laws

A copy of the SI Bye-Laws can be found here: https://www.soroptimistinternational.org/members-area/si-resources/