



Trustee Vacancy: Honorary Treasurer

Voluntary and unremunerated: reasonable expenses reimbursed.
Location: Flexible

The Council for British Research in the Levant ("CBRL") is seeking to appoint a new Honorary Treasurer from December 2018. The CBRL is a research charity and membership organisation which operates the UK's overseas research institutes in Amman and East Jerusalem and supports academic research across a broad range of subject areas – from archaeology to modern social science – in the countries of the Near East. CBRL has 13 staff across 3 locations and an income of c£1million, derived from government and research grants and its various activities.

CBRL is a member of the British International Research Institutes ("BIRI"), a group of independent charities sharing an office at the British Academy in central London. Accounts are maintained on Quickbooks with inputs from CBRL staff and period end accounting provided by an outsourced bookkeeping service.

The charity has been through significant change in recent years, broadening its sources of funding and professionalising its processes. This is expected to continue and the Hon Treasurer will play a key role in helping to drive the Strategic Plan.

Working with the Chair, Hon Secretary, Trustees and Senior Leadership Team, the role of the new Hon Treasurer will involve:

- overseeing the strategic financial management of the charity to ensure that the CBRL achieves a financially sustainable position and builds appropriate reserves;
- overseeing and presenting budgets, internal management accounts and annual financial statements to trustees;
- involvement, with management and other Hon Officers, in strategic planning and in presentation of plans to potential funders and stakeholders;
- leading in the trustees' duty to ensure that proper accounting records are kept and that effective financial procedures and controls are in place;
- advising on the financial implications of the charity's strategic plan;
- board-level liaison with the external auditors.
- ad hoc advice and support for the management team and Trustees on financial matters.
- chairing the Finance & Governance Sub-Committee

Person specification: *Essential (E) and Desirable (D)*

- Ability to communicate clearly and explain financial information to Trustees and other stakeholders (E)
- Accountancy qualification or strong business finance experience (E)

- Analytical and evaluation skills, demonstrating good judgement. (E)
- Understanding of financial controls, systems and procedures (E)
- Knowledge of charity SORP and charity law and regulation, or willingness to learn (E).
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and company directorship. (E)
- British citizen or resident in the UK. (E)
- General business experience of international operations and/or the Middle East (D)
- Familiarity with research environment / research grants (D)
- Experience of project appraisal and fundraising from a financial perspective (D)
- Competent use of IT skills. (D)

Commitment circa two days per month, term four years. Trustee meetings are held four times a year in London. The Hon Treasurer also chairs the Finance & Governance Sub-Committee which meets four times a year on the same day as Trustee meetings. There are also regular online meetings between Honorary Officers and management.

Please send an email setting out your interest in the role and attaching a CV to Ms Rachel Telfer, CBRL Executive Officer cbri@britac.ac.uk, who can arrange an informal discussion with the current Treasurer.

Closing date for nominations: 15 November 2018, for appointment at AGM 19 December 2018.