

BIAA Deputy Honorary Treasurer (Voluntary position)

Role:	Deputy Honorary Treasurer
Closing Date	25 th November 2023
Preferred start date	Appointed at AGM on 6 th December 2023

The British Institute at Ankara (BIAA) seeks to appoint a Deputy to the Honorary Treasurer to the Council of Management in order to strengthen its volunteer management team.

The BIAA was founded in 1947 and incorporated in the 1956 cultural agreement between the Republic of Türkiye and the United Kingdom. It is internationally renowned for conducting world-class research in Türkiye and the Black Sea region in the humanities and social sciences. One of the eight British International Research Institutes (BIRI), the BIAA operates offices in London and Ankara with the support of the British Academy and core funding, administered through the Academy, from the UK Department for Business, Energy and Industrial Strategy. The objectives of the Institute are as follows:

- To enable UK scholars across the humanities and social sciences to undertake world-class original research and fieldwork focused on Türkiye and the Black Sea region;
- To encourage and facilitate collaborative research with other UK institutions and with scholars and institutions in Türkiye and the Black Sea region;
- To maintain a centre of research excellence in Ankara focused on the archaeology, history, contemporary studies and related subjects of Türkiye and the Black Sea region.

The Institute is a company limited by guarantee and a charity registered in England and Wales. The Council of Management, based in the UK, is responsible for the management of the Institute, comprising of up to fourteen elected Members, including up to six Honorary Officers (Chair of the Council, Deputy Chair, Honorary Secretary, Deputy Honorary Secretary, Honorary Treasurer and Deputy Honorary Treasurer). Honorary Officers are elected for a period of three years.

Eligibility

Experience of financial management in the commercial or not-for-profit worlds and an accountancy qualification is desirable, but not essential. Subject to the experience and interests of the person recruited, it is envisaged that the Deputy Honorary Treasurer, based in the UK, will responsible among other duties for the following functions:-

- Serve as a Trustee

- Deputise for Honorary Treasurer as required, including attendance at Council meetings
- Serve on Finance & Personnel Committee
- Assist the Honorary Treasurer with the monitoring of the monthly management accounts and report any issues to the Finance and Personnel Committee and/or Council as appropriate
- Agree the content of the Quarterly Report and reforecast for the British Academy with the London Manager and forward to the Honorary Treasurer
- Support the London Manager in liaison with Ankara as required
- Support the London Manager and Honorary Treasurer with the independent examination/audit of the annual accounts

It is expected that the Deputy Honorary Treasurer will undertake a visit to Ankara during the first year of their appointment.

Application Process

If you are interested in the position, please apply with your CV of no more than two sides of A4 and Cover Letter outlining the reasons you are interested in the role. Please send these documents to the BIAA London office: biaa@thebritishacademy.ac.uk.

Please contact the London Manager, Laura Paterson, at biaa@thebritishacademy.ac.uk if you would like to discuss the position further.

Please note that this is an unremunerated position. The Institute is able to cover reasonable out-of-pocket expenses.

Closing date, start date and length of term

Applications will be reviewed on a rolling basis until the **closing date on 25th November 2023**.

It is hoped that the Honorary Deputy Treasurer could be appointed at the BIAA AGM (**6th December 2023**), or as soon as possible after the AGM.