

## THE BRITISH INSTITUTE OF PERSIAN STUDIES



10 Carlton House Terrace, London SW1Y 5AH  
Tel. 020 7969 5203; Fax. 020 7969 5401; e-mail [bips@thebritishacademy.ac.uk](mailto:bips@thebritishacademy.ac.uk)

### British Institute of Persian Studies: Honorary Treasurer Role

#### *About Us*

Celebrating its sixtieth anniversary in 2021, the British Institute of Persian Studies (BIPS) is the UK's foremost learned society dedicated to promoting and supporting scholarship and research excellence on all aspects of Iran and the wider Persianate world, and increasing public understanding and knowledge of this region.

BIPS main work is to support post-doctoral researchers working on any aspect of social science and humanities research into Iran and the wider Persianate world. It does this through its programme of grants and fellowships. BIPS also has an outreach programme of public lectures and other events, and publishes an academic journal (IRAN) twice a year which is sent to its members and libraries world-wide.

BIPS is a self-governing membership organisation. Apart from the Honorary Treasurer, the majority of its trustees must be professional academics in the field of Persianate studies.

BIPS is a member of the British International Research Institutes, all of which have their UK offices at the British Academy (10-11 Carlton House Terrace, London SW1Y 5AH). The British Academy is also BIPS main donor, from whom we receive around 85% of our income.

BIPS also has a research centre and hostel in Tehran, Iran. Travel to Iran is not necessary for the role of Honorary Treasurer.

#### *Honorary Treasurer Role*

BIPS is seeking an Honorary Treasurer with a solid financial/accountancy background and some experience of working with small charities. Helpful but not essential is having an interest in the Middle East/Iran and/or experience of working with the higher education sector.

Along with the President, Vice-President and Honorary Secretary, the Honorary Treasurer sits on BIPS's Management Committee and has a key voice in directing charity policy and processes and overseeing HR. We are therefore seeking an enthusiastic person with a hands-on approach and who can communicate financial information effectively to the other trustees.

## THE BRITISH INSTITUTE OF PERSIAN STUDIES



10 Carlton House Terrace, London SW1Y 5AH  
Tel. 020 7969 5203; Fax. 020 7969 5401; e-mail [bips@thebritishacademy.ac.uk](mailto:bips@thebritishacademy.ac.uk)

The Honorary Treasurer also has a role liaising with the treasurers of the other British International Research Institutes, and with the British Academy.

Specifically, the Honorary Treasurer will:

- Prepare financial reports for trustee meetings (three per year in March, June and November at the British Academy)
- Assist our Accountants with annual Independent Examination
- Assist the Executive Officer with quarterly financial reporting to the British Academy; 6-monthly and annual narrative reports on grants; the annual bid process; and budget preparation.
- Oversee bookkeeping process by external bookkeeper

### *Location and Remuneration*

The Honorary Treasurer must be able to attend the three BIPS trustee meetings in London per year (March, June, and November), plus one further meeting of the Management Committee (in January or September). All meetings are currently held at the British Academy.

The Honorary Treasurer may also be asked to travel to London to attend meetings with the other British International Research Institutes and the British Academy.

It would also be helpful to be able to travel to the London office from time to time to meet with the Executive Officer and/or bookkeeper informally.

The role is not remunerated but expenses for travel are paid.

### *More Information*

If you are interested in discussing this role in more detail, please contact Ms Tessa Davies, BIPS Executive Officer, on [bips@thebritishacademy.ac.uk](mailto:bips@thebritishacademy.ac.uk) in the first instance. Please note Ms Davies does not work on Thursdays.

The commencement date is flexible, but ideally the new treasurer would be formally appointed at either the 2019 or 2020 Annual General Meeting (held late November).