

THE BRITISH INSTITUTE FOR THE STUDY OF IRAQ
(Gertrude Bell Memorial)
Vacancy for an Honorary Treasurer (UK-based)

About us

The British Institute for the Study of Iraq (BISI) is a small charitable organisation which aims to advance research and public education relating to Iraq and neighbouring countries in the arts, humanities and social sciences from the earliest times until the present. BISI is based at the British Academy in central London. It receives support for its administrative operations from the Academy but no grant in aid and thus relies on its own resources and fund-raising initiatives. It is currently resuming a more active role with projects on the ground in Iraq, particularly in Kurdish and southern regions of the country.

About the post

The Honorary Treasurer chairs the Finance Committee which meets two to three times a year. He/she is also be a member of the Council of Management and is expected to attend its meetings which are held three times a year. He/she plays a leading role in the production of the investment and reserves policy, the budget, the business and strategic plan, the internal financial controls, and risk strategy.

The Honorary Treasurer works in close partnership with the Financial Controller in order to carry out the following duties:

- To oversee and approve budgets, accounts and financial statements.
- To present financial reports to the Council of Management.
- To ensure that appropriate accounting procedures and controls are in place.
- To chair the Finance Committee and provide support as appropriate.
- To serve ex officio on the Fund-Raising Taskforce.
- To advise on financial implications of future strategy.
- To ensure that the accounts are produced in the proper form for relevant funding and statutory bodies.
- To ensure that the annual audit is properly conducted.
- To ensure that the Council of Management is properly informed about topical financial aspects of the BISI's work and to ensure that its financial duties and responsibilities are fulfilled.
- To present the BISI's accounts formally at the Annual General Meeting.
- To participate in appraisal, recruitment and disciplinary panels for BISI administrative staff as required.

Our ideal candidate will have previous financial or treasurer experience. He/she will be proactive between meetings, responsive in email discussions and a supportive guide to the Financial Controller and other administrative staff.

How to apply

Applications should consist of a covering letter, CV, and the names and contact details of two referees. Referees will only be contacted for short-listed candidates. Applications should be sent by email to bisi@britac.ac.uk

Application deadline: 15 February 2015

Interview date: 24 February 2015

Start date: at the AGM on 26 February 2015 or as soon as possible thereafter

The successful candidate will become a Trustee of the Charity and Director of the Company. He/she will be required to confirm that they are not disqualified from acting in this capacity under section 178 of the Charities Act 2011 or under the Company Directors Disqualification Act 1986.

To discuss the position further please contact the Financial Controller Ms Karon Cook on karoncook@infinityaccountants.co.uk or call the office on +44 (0)20 7969 5274

The British Institute for the Study of Iraq, 10 Carlton House Terrace, London SW1Y 5AH.

Email: bisi@britac.ac.uk Website: www.bisi.ac.uk

Registered Charity No. 1135395. The British Institute for the Study of Iraq is a company limited by guarantee registered in England and Wales with registration number 6966984.

BISI's Activities

BISI was originally founded as the British School of Archaeology in Iraq in 1932, in memory of the renowned archaeologist and explorer, Gertrude Bell. The Institute's academic coverage now ranges from the study of ancient and pre-modern Iraq to include humanities and social sciences research on modern and contemporary Iraq.

BISI makes grants to promote and undertake research and public education relating to Iraq and neighbouring countries. The Institute's publications include books on the history and archaeology of Iraq. Since 1932 it has produced the academic journal *IRAQ* (now published by Cambridge University Press). The Institute organises and supports a range of events, including lectures and study days, often at the British Academy in London but also elsewhere in the UK. We offer grants to Iraqi scholars to visit the UK to engage in research, training and collaborations with academics and heritage professionals.

Around 500 individuals from all over the world choose to be members of the Institute and to support our work to promote research and public education about Iraq.

BISI is governed by a volunteer Council, mostly of academics with research interests in Iraq, which is elected annually by the members and which meets in London three times a year. Much of the Institute's work is carried out by several Committees of the Council—currently Outreach, Fieldwork and Research, Finance, Publications and Fundraising—which each meet one to three times a year and report to Council. Committees primarily draw their members from Council but may also co-opt other members as they see fit.

BISI has a President (currently Dr John Curtis, OBE, FBA), two Vice-Presidents (currently H.E. Mr Faik Nerweyi, Iraqi Ambassador to the UK, and Mr Frank Baker, UK Ambassador to Iraq), and a Patron (currently Lord Lamont of Lerwick).

The BISI staff team is made up the:

- Administrator (70% FTE, Monday-Thursday) who ensures the smooth-running of the London office
- Financial Controller (20-30% self-employed) who handles the finances and provides guidance on governance.
- Development Co-ordinator (20 % self-employed) who assists the Chair and the Fundraising Taskforce; and a
- Visiting Iraqi Scholarship Co-ordinator (20%) who runs the programme for visiting scholars

The team is supported by a pool of regular volunteers.