



Association of Surgeons of Great Britain and Ireland

DIRECTOR OF FINANCE-ELECT
(member of the Executive Board of Directors)

JOB DESCRIPTION

Background

The Association is a not-for-profit Company limited by guarantee registered in England (No: 06783090) and is Registered for VAT (No: GB944307034). ASGBI has one wholly-owned subsidiary company; the **Surgical Indemnity Scheme Ltd** (No: 07596523). There is also an affiliated incorporated charity, **The Surgical Foundation** (Registered Charity No: 1068016; Company No: 03476019).

Good governance and sound financial management are, therefore, of vital importance, and the Executive Board of Directors is responsible for ensuring that the Association meets the requirements of Companies House and the Charity Commission.

The post of Finance Director Elect is appointed by advertisement and interview. The Post does not carry any remuneration either for re-imbursement to the employer or as a personal honorarium. The time involved is difficult to quantify as this Post will evolve with the incumbent's input but is likely to be six per annum. The main daytime commitment will be the regular meetings of the ASGBI Executive Board and Council.

Description of Duties

- * To deputise for the Finance Director when required to oversee the Association's financial affairs.
- * To attend the Executive Board, Finance Committee and Remuneration Committee meetings. Many of these are video-conferenced.
- * To be a delegated signatory to the ASGBI bank accounts.
- * To foster and develop relationships with industry to raise sponsorship for ASGBI activities.
- * To oversee, in conjunction with the Board and the Finance Manager, the annual end-of-year audit of the Association's finances.

- * To become familiar with the financial governance arrangements of the ASGBI, ongoing issues faced by the ASGBI, and overview of the duties of a director of a limited company and the statutory obligations of a limited company
- * To assist the Finance Director in the review, and update as appropriate, of financial policies of the Association. To help develop and implement such new policies and guidelines as may be necessary.
- * To become the Finance Director when the term of office of the Finance Director ends.

Administrative Support

- * Administrative support will be through the Association's Office.
- * Travelling and other out-of-pocket expenses will be in accordance with the Policies of the Association in force at the time in accordance with the functions of the Association.

Key Relationships of the Post

- * Reports directly to the Finance Director and through that post to the President and Executive Board of the Association.
- * Works closely with the Finance Director, General Manager & Finance Manager of the Association.

Membership of ASGBI Council

The Finance Director Elect, as a member of the Executive Board, can deputise for the Finance Director at the Association's National Advisory Council, which meets up to four times per annum.

Term of Office

A period of one year before the anticipated end of term of the incumbent Finance Director.

Application Process

Initial expressions of interest should be made, in confidence, to the Association's General Manager, Bhavnita Patel, at: bhavnita@asgbi.org.uk

Letters of Application, together with a full CV, should be submitted by email to the General Manager, as above, by the closing date of midnight on **Friday 3rd August 2018**