

## NON-EXECUTIVE DIRECTOR & CHAIR OF THE FINANCE & SUSTAINABILITY COMMITTEE

I.H.G.S.

### Who we are

The Institute of Heraldic & Genealogical Studies is an independent educational charitable trust established to provide full academic facilities for training and research in the study of the history and structure of the family.

Based in Canterbury, the Institute also has a well respected archival collection of books, manuscripts and paintings.

### The role

IHGS is seeking a strategic finance leader to join our Board of Trustees and also become the Chair of the newly formed Finance & Sustainability Committee.

With the sale of a recent property, the IHGS is at an exciting juncture. After several years of modest activity, the revenue from this sale gives the organisation the opportunity to plan a return to growth and expansion.

A new CEO and Principal are already developing plans for this expansion. The Finance & Audit Committee will support them in this endeavour, as well as putting the financial reporting and systems development of the Institute onto a more solid footing.

### Your Contribution

This is a unique opportunity to apply your expertise and passion to an organisation that has a long and respected track record in genealogical and heraldic studies.

### About You

We are looking for a qualified Accountant (or equivalent) with significant experience in strategic financial management and, ideally, an interest in genealogy and / or heraldry.

You will bring strong commercial and analytical skills, a collaborative mindset, a balanced approach to risk, and a passion for the IGHS' mission to provide training and support to heraldic and genealogical research.

**As the Committee is new, it is expected that the role may also include creating new reporting and compliance management systems for the board.**

### Job title: Non-Executive Director & Chair, Finance & Sustainability Committee

- Chair the Finance & Sustainability Committee.
- Ensure that the Finance & Sustainability Committee's terms of reference and any other relevant regulations are applied.
- Provide direction and leadership to the Committee.

- Work to ensure that the Committee is effective, including by chairing meetings, ensuring agendas are relevant, papers are circulated in a timely way, minutes issued and agreed actions are followed up.
- Ensure an effective relationship between the Finance & Sustainability Committee, other Committees (as appropriate), the Board and the Executive.
- Lead an annual review of the Committee's effectiveness.
- Oversight of the Risk Register.
- Develop any additional systems, procedures etc as required by legislation or good practice.

On behalf of the Committee, the Committee Chair will:

- Report at each Board meeting any matters of concern and recommended actions since the previous Board meeting.
- Report annually to the Board on the work of the Committee.
- Ensure resources made available to the Committee are adequate.
- Ensure any appropriate training for Committee members is made available on a timely basis.
- Outside the formal meeting schedule, the Committee Chair will maintain a dialogue, as necessary, with Committee members, the Chair, and key members of the senior Executive.

### **Person Specification**

The Chair of the Finance & Sustainability Committee should be a person of good standing with relevant professional expertise and senior experience, including:

- Experience of operating at Board or Committee level.
- Experience of chairing Board Committees [desirable].
- Recent and relevant professional financial background and experience.
- Recognised professional qualification in finance [essential].
- Understanding of performance and financial management reporting and monitoring.
- Proven ability to think strategically, understand complex issues and make pragmatic.
- Decisions.
- High level of integrity.
- Independent and impartial approach.
- Prepared to take difficult decisions and challenge the status quo.

### **Summary conditions**

- Remuneration: Unpaid
- Time commitment: around 10-12 days per year (one board meeting per quarter and one committee meeting per quarter).
- Location: Board meetings held in Canterbury, and committee meetings via zoom.