

Honorary Treasurer: Candidate application pack

JULY 2024

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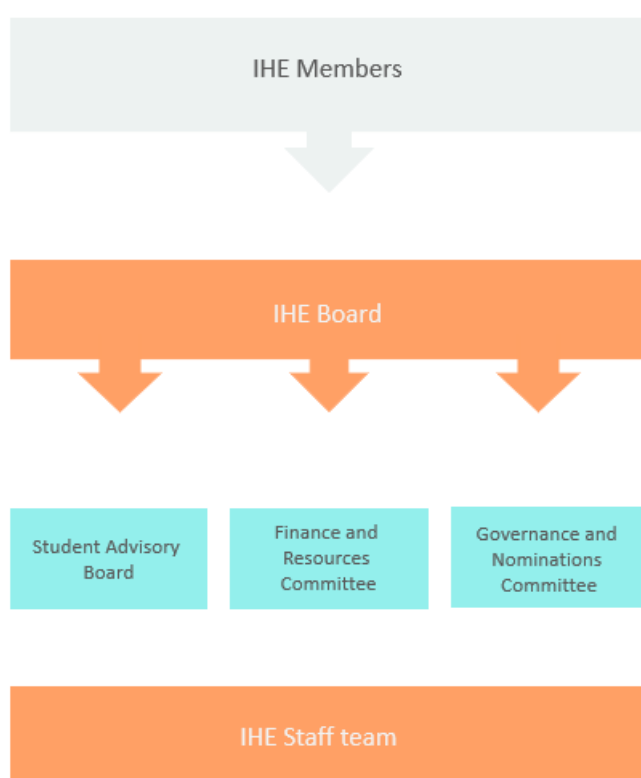
About Independent Higher Education

Independent Higher Education (IHE) is the UK membership organisation and national representative body for independent providers of higher education, professional training and pathways. IHE works to promote, support and enhance the independent higher education sector.

As the voice of the independent higher education sector, IHE plays a prominent role and has significant influence in the development and delivery of UK higher education. IHE represents independent providers to government and nominates individuals to roles on key sector boards, groups and committees to champion the innovation and specialism that exists in the independent sector. IHE also works collaboratively with other sector bodies to promote the UK as a leading global centre for education and provides the secretariat for the All Party Parliamentary Group (APPG) for International Students.

Governance framework and role of the Board

The Board is currently made up of eleven directors, most of whom are the leaders of member institutions. There are three non-member Directors who fulfil specific roles: Honorary Treasurer, Chair of the Governance and Nominations Committee, and Independent Student Board Member.



As a collective, IHE's member institutions form the supreme decision-making body, which meets at least once per year to receive the statutory accounts and elect the IHE Board.

Responsibility for most business decisions during the course of the year is delegated to the IHE Board, including the approval of the strategic plan, annual budget and internal (organisational) policy, as well as the monitoring of performance and progress.

The IHE Board has two sub-committees and a Student Advisory Board (SAB), each of which have a specific remit to guide and advise the staff team and Board.

The implementation of the strategic plan, the financial management of the business, and administration of the policy development process are delegated to the Chief Executive and Senior Management Team.

Role description

The Honorary Treasurer fulfils all the regular duties of a Director, with the additional specific remit to oversee IHE's financial management and report to the Board at regular intervals. In practice, this means you will:

- chair the Finance and Resources Committee in line with the terms of reference, including shaping the agenda in liaison with the relevant IHE staff members, and reporting back to the Board;
- chair relevant ad hoc working groups if the need arises;
- oversee and present budgets, internal management accounts and annual financial statements to the Board;
- formally present the accounts at the Annual General Meeting (AGM) and answer any questions from IHE Members about the Committee's activities and the general finances of the Company;
- monitor and advise on the financial viability of the organisation, including ensuring that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with principles of good governance and with legal and regulatory requirements.

And, as with all Directors:

- support the Chief Executive and staff team to deliver the IHE strategy;
- ensure that IHE complies with its governing document (Articles of Association), Rules, company law and any other relevant legislation or regulations;
- contribute actively to the Board's role in giving firm strategic direction to IHE, setting overall organisational policy, defining goals and setting targets and evaluating performance against agreed targets.

Person specification

To be successful in this role, you will have:

- a commitment to the mission and values of IHE;
- a willingness to devote the necessary time and effort;
- integrity and a high standard of personal ethics, with good, independent judgement;
- a financial accounting qualification or have headed the finance function of an equivalent size organisation (or larger);
- a good understanding of financial management and management accounting;
- experience of overseeing the preparation of statutory accounts and financial reporting;
- strong business and financial acumen;
- demonstrable knowledge and experience of corporate and financial governance, compliance and risk management;
- demonstrable understanding of the different roles that Directors and executive staff play in governance and strategy development matters..

Eligibility

Before taking office, you will need to:

- pass IHE's due diligence checks (see Application process below)

Terms

Time requirement

We expect that you will need to commit around 10-15 days per year, some flexible but some fixed, divided between:

- Board meetings (and associated preparation)
- Finance and Resources Committee meetings (and associated preparation)
- Annual events, such as our AGM, Annual Conference and two-day Board retreat
- Meetings and events with other sector bodies and government officials
- Meetings of the Heads of Finance network

Dates for the diary

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| 26 November 2024 | Annual conference (London) |
| 12 September 2024 | Finance and Resources Committee meeting (morning, online) |
| 9 December 2024 | Finance and Resources Committee meeting (afternoon, online) |
| TBC March 2025 | Finance and Resources Committee meeting (online) |
| TBC May 2025 | IHE AGM (in person, location TBC) |
| TBC June 2025 | Finance and Resources Committee meeting (online) |
| TBC July 2025 | Board strategy retreat (in person, overnight, location TBC) |

Location

Most Board meetings and Committee meetings will take place online but you will be required to attend in-person events from time to time.

Term

The successful candidate will initially join the Finance and Resources Committee, and will formally join the Board and take the role of Honorary Treasurer on 1 August 2025.

The Honorary Treasurer is appointed for a term of three years, and is eligible for a second three-year term. The Board may, in exceptional circumstances, re-appoint Directors up to a maximum of nine years' service in total.

The incumbent Honorary Treasurer's term expires on 31 July 2025, giving a long period of induction and shadowing for the new Honorary Treasurer before formally taking the role.

Remuneration and expenses

Directors are not eligible for remuneration. If you are employed by a Member, your employer will be expected to cover most run-of-the-mill expenses (such as travel and subsistence) as part of the contribution by Member institutions to the governance of IHE. If you are not employed by a Member, you will be reimbursed for any travel and subsistence expenses you necessarily incur while on IHE business.

Application process

The Closing date for applications is 9am on **Monday 16 September 2024**.

Interviews will take place over the following two weeks, online. There will be two stages of interview.

If you have any questions about the role or application process, please contact Natalie Kubicki, Director of Operations: natalie@ihe.ac.uk

TO APPLY PLEASE SEND THE FOLLOWING TO APPLY@IHE.AC.UK

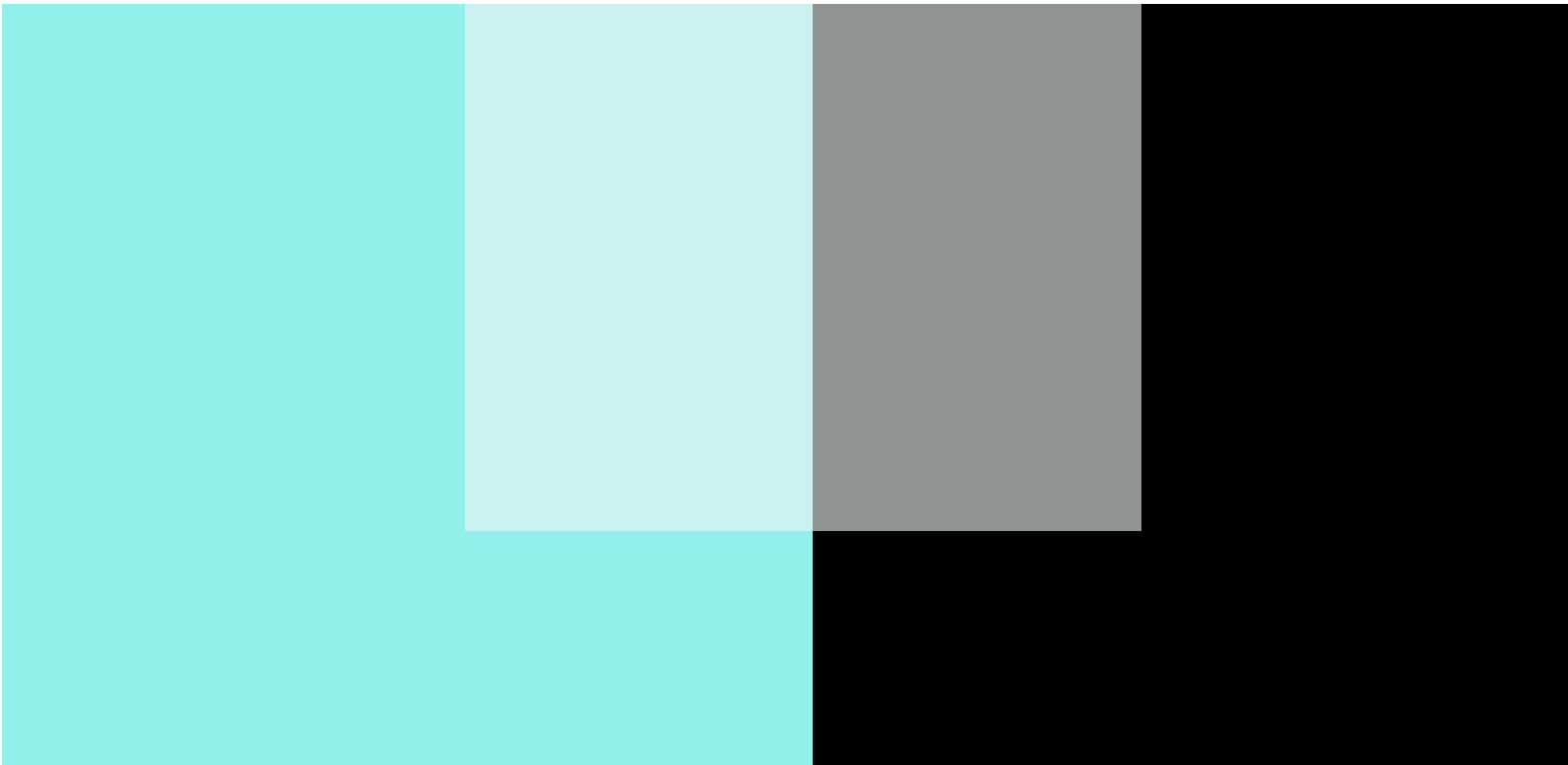
- Your CV
- A cover letter setting out your potential contribution to the Board and Finance and Resources Committee

After the deadline, the IHE staff team will be in touch to gather further due diligence information, including declarations of interests, links to other educational institutions, and fit and proper person declarations.

All data will be held by IHE in line with GDPR and will not be shared with any third party.

Don't meet every single requirement?

Studies have shown that women and people of colour are less likely to apply for opportunities unless they meet every single qualification. We want to build a diverse and inclusive organisation, so if you're excited about this role but your past experience doesn't align perfectly with everything in our person specification, please do apply anyway.



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