



## Head of Finance – Candidate Information Pack

Recruitment for a full time position based at the IWC Secretariat in Cambridge, United Kingdom

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### Background to the IWC, its finances and governance

The International Whaling Commission (IWC) is the global body charged with the conservation of whales and the management of whaling.

An Inter-Governmental Organisation, the IWC was established in 1946 and has 88 member governments, all of whom are signatories to the International Convention for the Regulation of Whaling. This convention is the legal framework that underpins the IWC and establishes its Secretariat.

The Secretariat operates from premises owned by the Commission in Histon, 4 miles north of Cambridge in the United Kingdom. The Secretariat is an international body whose legal status is defined through a statutory headquarters agreement with the Government of the United Kingdom. This means that the IWC is neither a UK registered company or charity. Instead, all financial reports (including the audited accounts) are submitted to the Commission itself. The IWC is listed through the Directory of International Organisations on the London Diplomatic List maintained by the Foreign and Commonwealth Office.

The Commission, and through it the work of its Secretariat, is financed through core contributions from its membership. In 2016 the total core contributions agreed by the Commission was £1.67 million. This figure is divided across the 88 Contracting Governments according to a formula which takes into account capacity to pay as well as other factors.

In addition, the Commission receives a series of voluntary contributions for specific items of work. These contributions arise from Contracting Governments, industry bodies or from non-governmental organisations. Voluntary contributions vary from year to year, and recently have amounted to between £400k and £500k per annum.

The Commission maintains a detailed set of Rules of Procedure and these include Financial Regulations. The Regulations set out the basic requirements for financial governance including the dates of the financial year, the financial reporting requirements, the procedure for requesting contributions and penalties for suspension of member voting rights for non-payment.

The Commission itself meets once every two years in regular session. These meetings are usually hosted by a member government and are held all over the world. The next meeting, termed IWC66, will take place at the invitation of the Government of Slovenia from 20-28 October 2016. This key meeting will review all of the IWC's work programmes

and will also adopt the two year budget. The budget provides the formal authority for the Executive Secretary to disburse funds.

The Commission is supported by a range of Committees and Sub-committees which take forwards the main work programmes. The Head of Finance will play a particular role in supporting the Finance and Administration Committee. This Committee deals with all financial matters including reporting and budgeting, as well as looking at operational effectiveness and cost-savings measures. This Committee is supported by a smaller and more specialist Budgetary Sub-committee. Recently the Commission has developed a work theme looking at fundraising. In time, this may bring the requirement to introduce a project based accounting approach to the Secretariat.

Further information on the Commission is available through its webpages. The structure of the Commission, including its sub-committees is described at <https://iwc.int/organisational-chart> and the latest audited accounts are given as part of the Report of the 65<sup>th</sup> Meeting and can be obtained upon request from [secretariat@iwc.int](mailto:secretariat@iwc.int) or are available here for download:

<https://archive.iwc.int/pages/search.php?search=%21collection24440&k=>

## The IWC Secretariat

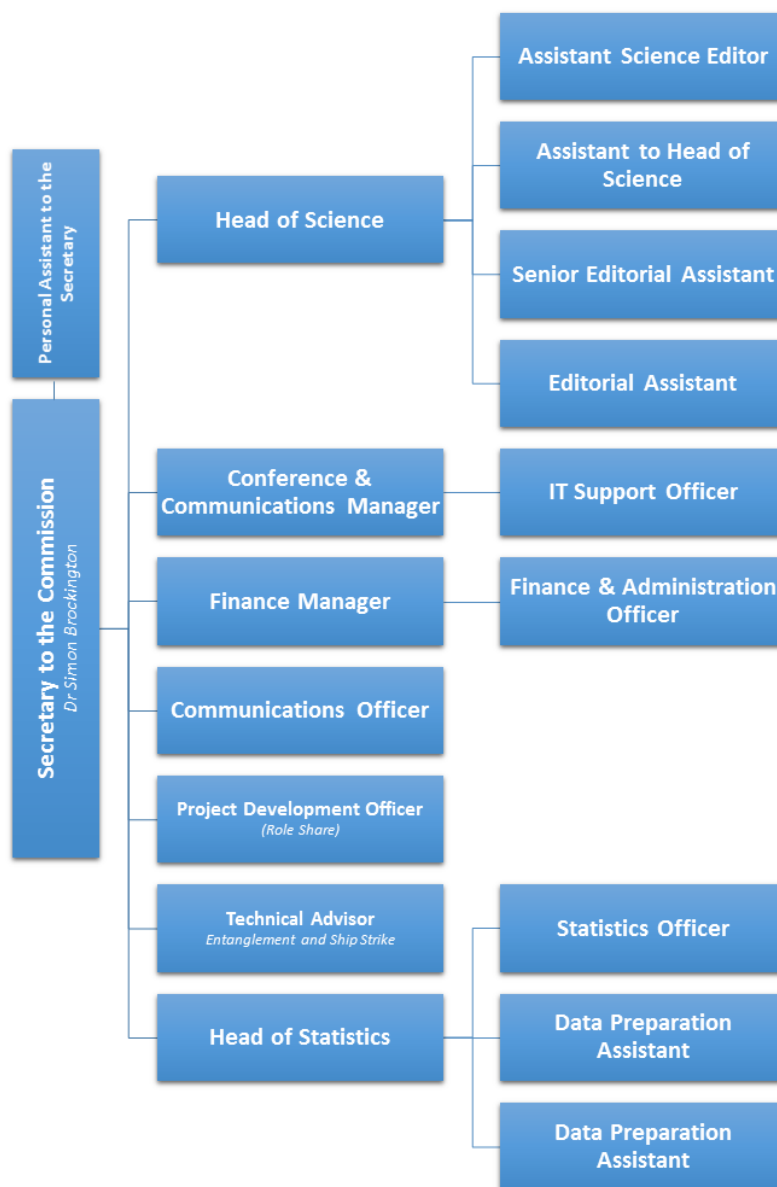
The Head of Finance will join the Commission’s permanent Secretariat. Its role is to facilitate the work of the IWC and its primary tasks are to arrange Commission meetings, assemble scientific and other information, and liaise with relevant organisations and Conventions to enable the Commission to deliver its objectives.

At present the Secretariat is composed of 17 staff some of whom are part time. The staff structure is illustrated below:

The Secretariat’s main divisions are:

**Statistics:** This department records historic and present whale catches and whale sightings data. The information is used to calculate whale population levels and support development of whale catch limits.

**Science:** This department supports the work of the IWC’s Scientific Committee by supporting meetings, organising intersessional workshops, facilitating scientific project management and producing the peer reviewed *Journal of Cetacean Research and Management*.



**Technical:** This department undertakes the logistical arrangements for supporting plenary meetings of the Commission and its main Committees and Working Groups. It also updates the Commission's Information Communications Technology, supports database and website development, oversees the day to day management of the Secretariat's Health and Safety System and maintains the Secretariat's premises (referred to as the Red House).

**Finance:** Responsible for receiving and disbursing the Commissions funds and voluntary contributions, for creating financial reports, monitoring organisation performance and supporting the work of the Finance and Administration Committee.

In addition, a dedicated **Communications Officer** supports external and internal communications and public relations, a **Technical Advisor** is based in Cape Cod USA and works on reducing accidental human impacts to whales, and a **Project Development Officer** (filled by two staff members working on a role share basis) takes forward much of the project and policy work generated by the Conservation and Welfare Committees. The **Executive Secretary** reports to the Chair of the Commission and is responsible for engagement with Contracting Governments as well as leading the work of the Secretariat. He is supported by a **Personal Assistant** who, amongst many key tasks, maintains the Secretariat's contacts database.

## Role Description for Head of Finance

As a member of the senior management team you will play a key role in the financial control, strategic development and analysis and reporting of the Secretariat's activities.

While the key tasks are outlined below, these will change according to the work and projects being undertaken by the Commission and its subsidiary bodies. Accordingly a flexible and responsive approach will be required.

The Head of Finance will supervise the Finance and HR Assistant who will support the completion of the tasks outlined below.

## Key Tasks

### 1. Financial Compliance

This will require maintaining and developing appropriate financial procedures, record keeping and preparation of financial statements to ensure the efficient functioning of the secretariat and control of finances in general. In particular, to:

- calculate annual contributions, issue invoices, and collect payments from the 88 Contracting Governments;
- Establish regular contact with Contracting Governments in arrears of payments to seek resolution and payment;
- Prepare draft Circular Communications to inform the Commission when voting rights are re-instated;
- Provide the Secretary with an authoritative list of Contracting Governments in arrears of contributions and those with their voting rights suspended;
- Invoice and record receipt of voluntary contributions while ensuring that the purpose of any incoming voluntary funds is clearly understood. Also to maintain the contributions register and ensure funds are distributed in accordance with the donors instructions;
- Support Secretariat staff in managing projects and contracts under the Commission's voluntary and core funds. To maintain records and produce reports on the overall balance of these funds for sub-committee and intersessional meetings as required;

- Produce monthly financial statements showing income and expenditure to date against agreed budget, indicating and forecasting the projected full year results;
- Produce a set of full year accounts for audit not more than 4 months after the close of the financial year with assistance from an external accountancy firm;
- Maintain an overview of the Commission's bank accounts and provide cash flow reports as required;
- Maintain an overview of the investment of the Commission's reserves, and to recommend an investment policy to the Executive Secretary. Thus to maximise the income generated from the reserves without exposing the reserves to investment risk; and
- Introduce and maintain a purchase order and control system (or equivalent) to monitor purchases.
- Working with others in the Secretariat, develop project and budget management processes to facilitate monitoring of budget expenditure and reporting to donors

## **2. People Management Practices**

The Head of Finance will ensure effective people management practices are implemented within the Secretariat to support the achievement of the organisation's purpose and objectives. In particular, to:

- maintain and develop centralised recordkeeping (using paper based and HR software system) for all employee records including contracts, payments, holidays and sickness absence.
- process monthly payroll via Sage, reporting and liaising with HMRC as required;
- administer all insured IWC benefits, including dealing with renewals and claims.
- issue and manage all documentation, including contracts of employment, relating to new starters, leavers, salary reviews, family leave etc.
- administer the Pension Scheme, including deduction of contributions and payment to Pension administrator;
- maintain and update the Employee Handbook, including recommending changes as a result of developments to HR policy and practice.

## **3. Progress and Performance Reporting**

To design and implement a system of performance and/or results based management in order to monitor and understand the IWC's operational effectiveness, and to use the outputs from such a system to help inform the IWC's planning and budgeting process. In particular, to:

- Review work undertaken to date through the management team and IWC's Bureau to introduce a balanced scorecard approach to performance management;
- Review comparable approaches in other organisations, especially those used for Results Based Management in United Nation's agencies;
- Work with the Executive Secretary, senior staff members and Commissioners to trial and progressively introduce a system for performance reporting;

- With the system in place, to work with the Executive Secretary to produce six monthly progress and/or performance reports for circulation to the Secretariat management team and Bureau;
- Use the assessment of progress and performance to help inform the preparation of the budget and other planning tools; and
- Work with the Executive Secretary to (1) compile a budget for Commission approval and (2) to compile an IWC Secretariat Plan to accompany the budget in order to indicate how the Secretariat will use the Commission's funds during the budget period.

#### **4. Support the Commission's Finance and Administration Committee**

The remit of the Finance and Administration Committee is to advise the Commission on expenditure, budgets, scale of contributions, financial regulations, staff questions and other such matters as the Commission may refer to it from time to time. In particular to:

- Assist with the preparation of the draft and preliminary agendas for the meetings of the F&A Committee, and any associated working groups including the Budgetary Sub-committee.
- Attend the F&A Committee meetings, providing professional advice and guidance as appropriate, speaking to papers during Committee and plenary sessions and to assist in producing the Committee's report;
- During the intersessional period, and in conjunction with the Secretary, to produce first drafts of papers to support the work of the F&A Committee. This will involve comparing the IWC's governance, administrative and financial procedures with those of other Inter-governmental organisations, and using the outcomes of the comparisons to propose improvements to IWC working practices.
- Working with others in the Secretariat to develop project and budget management processes to support fund raising activities and budgeted workplans. Provide advice and guidance to support the development of project budgets.

#### **5. Pension Scheme Trustee for the IWC's Retirements Benefits Scheme.**

The Secretariat operates an 'unapproved' pension scheme. The Scheme's assets are held outside of the IWC under a deed of Trust. The management and administration of the Scheme is undertaken through a Trustee Board which consists of two employer representatives (the Executive Secretary who also acts as Chair and The Head of Finance) as well as two employee representatives drawn from the IWC's staff. The trustee board is supported by a professional pension's advisor whose fees are paid by the IWC. Specific duties are to:

- Prepare for and attend the annual pension trustee meeting;
- Work with trustees to maintain the Scheme's governance; and
- During the intersessional period to discharge any actions relating to the employer's responsibilities.

## Person Specification

This role will suit an individual with a formal accountancy qualification and a track record in organisational development. Experience in financial reporting, development of systems and implementation of change will be beneficial. The successful candidate must be comfortable working with senior governmental representatives and with specialists and experts across a wide range of technical disciplines.

Specific requirements are as follows:

### Experience or knowledge

Essential:

- Demonstrable ability to lead the Finance function, ideally with knowledge of the treatment of restricted and unrestricted funding and the use of project management methods to calculate and obtain overhead recovery.
- Experience working with auditors to prepare and present annual statements.
- Working knowledge of Human Resources and people management practices.
- Experience of organisation governance approaches and awareness of the importance of financial transparency.
- A track record of operating successfully in an international and culturally diverse environment, including experience of organisational change management and development programmes.
- Educated to degree level or higher.

Desirable:

- A qualification or experience in business management, for example MBA.
- Experience of pensions administration or of acting as a pension scheme trustee.

### Skills and attributes

Essential:

- Highly developed inter-personal skills and an ability to deal tactfully and sensitively with a wide range of people including senior members of civil and public service, scientific and non-governmental organisations.
- Strong communications skills in English, the working language of the IWC. Experience in producing text in a variety of formats (e.g. Commission papers, reports, funding proposals) must be supported by strong presentation and wider interpersonal skills, giving the ability to engage with stakeholders from many fields and backgrounds.
- Self-reliance, a proactive approach, a high level of initiative and a willingness to engage with others.
- Flexibility, specifically the ability to manage several concurrent work streams, recognise and respond to shifting priorities, and handle different types of information (e.g. financial, scientific and legal).

Desirable:

- Fluency in other languages, particularly French or Spanish which are the other official languages of the IWC.

## Location of role and travel requirements

This is a full-time role based in Cambridge, United Kingdom at the Headquarters of the IWC Secretariat.

International travel is an occasional requirement of the role. The Head of Finance will be expected to attend the Commission's plenary meetings which take place once every two years in regular session. The meetings last around 9 days in total.

The locations for the Commission's meetings are varied. In the last six years they have been held in Slovenia, Panama, United Kingdom and Morocco.

## **Employment with the IWC Secretariat - Salary and Benefits**

The IWC is an international organisation based in the United Kingdom. It operates under a headquarters agreement with the Government of the United Kingdom and this provides that staff members are exempt from UK measures restricting immigration. Accordingly applicants from all nationalities are encouraged to apply.

The role will be placed on the Secretariat's G6 scale with a starting salary in the range of £60,000 to £64,000 British Pounds subject to the candidate's experience. Under the terms of the headquarters agreement the Commission's staff are not subject to UK income tax, and instead salaries are assessed by the Commission. Assessment will be applied at a rate similar to that of UK government income tax.

In addition IWC employees benefit from:

- A defined contribution pension scheme. The IWC will contribute twice the employee's contribution up to a maximum of 15.8% (i.e. for a 7.9% contribution by the employee).
- Life Insurance at four times salary
- Permanent health insurance to provide financial support in the event of a long term disability
- Private medical insurance

### **Leave allowance**

The leave allowance for this post will be 25 days paid holiday per year, rising by one day per year served up to a maximum of 30 days. In addition, all employees benefit from 10.5 days public holidays each year.

Hours of work will be 37.5 hours per week exclusive of meal breaks.

## **Application Process**

Applicants are invited to apply by submission of a letter of application explaining how the candidate fulfils the requirements of the post and the person specification given above. Applicants are also requested to enclose a curriculum vitae.

Applications should be sent by email to our retained recruitment consultant [david.culley@prs.uk.com](mailto:david.culley@prs.uk.com) and must arrive by 5pm UK time on Friday 17<sup>th</sup> June 2016. Please enter Head of Finance in the subject field. All applications will be acknowledged.