



**British Institute of
International and
Comparative Law**

Independent Member of the Finance & Audit Committee

Summary

The British Institute of International and Comparative Law (BIICL) is the foremost independent legal research and discussion body in the United Kingdom and one of the leading such bodies in the world.

We are seeking to appoint a new, independent member to our Finance & Audit Committee for an initial term of office of 3 years.

About the Finance & Audit Committee

The Finance & Audit Committee reports to the BIICL Board of Trustees. It meets on a quarterly basis (usually online) and is chaired by Liz Perks, one of our current Trustees. The Committee comprises a mix of Trustees and independent members who have no executive responsibility for the management of BIICL and no significant interests in the organisation. Its Terms of Reference are as follows:

Financial issues

- To be responsible for the on-going financial review of BIICL's activities including: financial results; risk assessment and management; and internal financial controls.
- To determine an annual budget for recommendation to the Board of Trustees.
- To ensure proper procedures are in place to manage cash resources prudently and to maximise income from liquid assets whilst maintaining sufficient funds to meet daily cash requirements.
- To review the strategy, policy and management of the BIICL's investment portfolio, and to advise the Board of Trustees on the appropriate level of free reserves and of any significant changes needed in the investment strategy.
- To determine the policies applicable to the annual salary review of BIICL staff and any general staffing salary issues, and to advise on specific staffing salary and other benefits issues, for recommendation to the Board of Trustees.

Audit issues

- To consider all aspects of the external audit, including appointment and remuneration of the external auditor, the nature and scope of the statutory audit, the recommendation of audited financial statements to the Board of Trustees, and the discussion of issues raised in the external auditor's management letter.
- To ensure that the annual financial statements are true and fair and conform to accounting standards, and that accounting policies are appropriate and applied consistently.
- To review the performance reported in the Trustees' Annual Report and to ensure that this is a true reflection of the charity's performance.
- To review all reports prepared by the external auditor and to agree the programme of work proposed by management to address any issues raised.
- To review the process for awarding non-audit work to the external audit firm and to ensure that potential conflicts of interest are managed in the best interests of the charity.
- To monitor the compliance of BIICL with applicable law and regulation, as well as its own policies and procedures.



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Person Specification

We are seeking a new, independent member for the Committee for an initial term of 3 years (with the possibility of renewal for a second, consecutive term).

It is expected that the successful applicant will have recent and relevant experience and expertise in finance, audit or other appropriate areas. Some understanding of legal, research and charity environments would also be desirable.

This is a voluntary, unremunerated position.

Informal enquiries may be addressed to Deepa Craig, Director of Finance & Operations at d.craig@biicl.org.

Applicants should send the following by **11.59pm** on **Sunday 18 February 2024** by email to the Company Secretary, Patricia Ambrose, at p.ambrose@biicl.org:

- A 2 page curriculum vitae including the names and contact details of two referees;
- A covering letter setting out their reasons for applying and how they consider that they meet the person specification for this position; and
- The BIICL Equality Monitoring Form (optional). Available [here](#).

Interviews are expected to take place online and shortlisted candidates will be advised of the date.

Applicants are encouraged to find out more about BIICL and its members of staff and activities at: <http://www.biicl.org>.

BIICL encourages applications regardless of race, sex, disability, religion/belief, sexual orientation or age. We particularly welcome applications from under-represented groups.

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