



**British Institute of
International and
Comparative Law**

Director of Finance
Job description and person specification

Director of Finance

Salary: £70,000 pro-rata (£42,000 actual)
Location: Hybrid, at least 1 day in the office at Russell Square, London
Term: Permanent
Hours: Part-time, 21 hours (0.6 FTE)

About BIICL

BIICL is a leading independent research organisation. Our research, events, training and publications are grounded in scholarly knowledge and strong practical experience. We seek to make a lasting impact on law and policy around the world.

About the Candidate

We are looking for an experienced, dynamic and ambitious Director of Finance to help deliver our new strategy. BIICL is going through a period of significant international growth and expansion and you will be instrumental in developing the financial processes and strategy to deliver the Institute's aims, as well as managing the day-to-day financial activities.

You will be a member of the Institute's Senior Management team working to support the Institute Director, Development Director and Board of Trustees with specific responsibility for delivery of the Institute's financial management best practice and governance.

Job Description

You will:

- Be responsible for the overall management and delivery of the Institute's financial processes and compliance with financial policies and procedures.
- Line manage and be assisted in the delivery of transactional and reporting tasks by the Finance Officer (currently 0.6 FTE).
- Prepare monthly management accounts and projected outturns with supporting analysis and commentary, and regular cash flow reports.
- Prepare monthly project reports for all research grants and research donations in conjunction with the Deputy Development Director – Programmes.
- Manage financial controls and ensure that the Institute's financial transactions are compliant with all external regulatory and financial obligations.
- Preparation of annual budgets, periodic forecasting, and 3-5 year long-term projections. You will lead the processes for drafting budgets and forecasts working with the relevant Centre Directors, Senior Fellows, and research staff to ensure accurate projections.
- Preparing payroll instructions, administer the pension schemes, liaise with the payroll company.



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- Reconcile, prepare and submit VAT returns.
- Monitor performance of investments.
- Manage the risk register in relation to finance.
- Work alongside the Development Team and the Events and Marketing Team to manage the interfaces between the accounting system and the website and CRM database.
- Ensure that the Institute is compliant with all external regulatory and financial obligations.
- Manage the accurate and timely production of the Institute's annual financial accounts in compliance with the Charities Statement of Recommended Practice, the Companies Act 2006 and Financial Reporting Standards.
- Lead the annual external audit process and timetable. You will assist with the selection of auditors in consultation with the Finance & Audit Committee, facilitate the successful completion of the audit, and ensure that the auditors' recommendations are implemented.
- Prepare and present finance reports to the Finance and Audit Committee and the Board in a timely and accurate manner.
- Undertake any other related tasks commensurate to the seniority of the role as directed by the Institute Director.

Person Specification

You will be an experienced finance professional, ideally from a higher education, research institute or charity environment with the following essential and desirable skills and experience:

Essential

- Qualified with a recognised Accounting Body (CIMA, ICAEW, ACCA, CIPFA or equivalent) or QBE
- Knowledge and experience of charity SORP
- Demonstrable experience of success in a similar financial management role
- Experience of effective use and development of finance systems and reporting tools
- Can-do attitude with a hands on approach and the ability to drive and manage change
- Excellent communication and organisational skills with enthusiasm for working as part of a team
- Ability to think strategically and translate financial information into practical reality



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Desirable

- Experience of working in a charity and with Charity Trustees
- Experience of managing, and reporting on, restricted funds e.g. research grants, donations
- Experience of line management of staff

Application Process

1. The deadline for applications is **Sunday March 10th 2024 at 23.59 BST**, or earlier on receipt of sufficient applications.

Applicants should send the following by email to jobs@biicl.org:

- A completed BIICL application cover form (available [here](#)) including the names and addresses of three referees (two of whom can be contacted prior to interview);
- A full curriculum vitae;
- A covering letter setting out your reasons for applying and how you consider that you meet the person specification for this post.
- The BIICL Equality Monitoring Form (optional). Available [here](#).

Please ensure that you put the **full title of the role** you are applying for **in the email subject line**.

Informal enquiries may be addressed to deepacraig@biicl.org

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

Interviews will be held on a rolling basis as suitable applications are received.

To be considered for this role, all applicants must currently have the right to work in the UK or will have secured the right to work in the UK by the date of commencement of employment.

BIICL is an equal opportunities employer. Applications from communities and groups under-represented in the legal and research sector(s) are particularly encouraged.