ASGBI
Association of Surgeons of Great Britain and Ireland

DIRECTOR OF FINANCE

JOB DESCRIPTION

Background

The Association of Surgeons of Great Britain and Ireland (ASGBI) seeks to appoint an experienced surgical colleague to serve as Director of Finance and as a member of the Executive Board of Directors.

The Director of Finance will provide strategic leadership and oversight of the Association's financial governance, planning and reporting. Working closely with the President, Executive Board, General Manager and Finance Manager, the post holder will help ensure that ASGBI Ltd and The ASGBI Charity maintain sound financial management, appropriate controls and effective oversight of financial risk.

The role includes advising the Executive Board and Council on the Association's financial position, overseeing the annual budget and year-end audit, supporting the financial planning of the Annual Congress and other activities, and ensuring that relevant financial policies remain appropriate and up to date.

Appointment

The post holder must be a current member of ASGBI and be a practising general surgeon in good standing.

The appointment is made by advertisement and interview. The position does not carry remuneration or sessional reimbursement, and the post holder should have the support of their employing Trust.

The role requires regular participation in meetings of the ASGBI Executive Board, Finance Committee, Remuneration Committee and Council, as well as active involvement in strategic and financial decision-making.

Term of Office

The initial term of office is four years, subject to annual re-election at the Association's AGM. In accordance with the Articles of Association, the Director of Finance may be re-elected for an additional year, allowing a maximum of five consecutive years of office. On completion of their first term, the post holder is eligible to apply for a second term in accordance with ASGBI's Director Reappointment Bye-law. Reappointment is not automatic and is subject to the Association's appointment process.

Description of Duties

- Provide high-level leadership and advice on all financial matters relating to the operation and strategic direction of the Association.

- Oversee the financial governance arrangements of ASGBI Ltd and The ASGBI Charity, including appropriate financial controls, risk management and compliance with relevant statutory obligations.
- Advise the President and Executive Board on the financial implications of strategic, operational and commercial decisions.
- Report to and update the Executive Board, Council and Annual General Meeting on the financial affairs and financial standing of the Association.
- Work closely with the General Manager and Finance Manager in the preparation, review and monitoring of annual budgets, management accounts and financial forecasts.
- Oversee, with the General Manager and Finance Manager, the annual year-end accounts and external audit process for the Association and its related entities.
- Oversee, with the General Manager and Finance Manager, the financial planning and arrangements for the Association's Annual Congress and other major activities.
- Chair or play a leading role in the Finance Committee and attend meetings of the Executive Board.
- Act as a delegated signatory to the Association's bank accounts and support appropriate banking and authorisation arrangements.
- Review and update the Association's financial policies and recommend new policies, procedures or guidance where required.
- Provide appropriate financial oversight of income-generation activity, including industry partnerships, sponsorship and other commercial arrangements, while maintaining clear governance and transparency.
- Promote good financial understanding and responsible decision-making across the Executive Board and relevant committees.

Eligibility Criteria

- Be a member of ASGBI for at least one year preceding the closing date for applications and be in current NHS consultant practice.
- Be in good professional standing and not subject to any ongoing investigation.
- Be willing and able to serve as a Director of a limited company.
- Demonstrate experience of financial oversight, governance, budgeting or strategic decision-making.
- Be able to interpret financial information and communicate financial matters clearly to clinical and non-financial colleagues.

Administrative Support

- Administrative support will be provided through the Association's Office.
- Travel and other reasonable out-of-pocket expenses will be reimbursed in accordance with the Association's policies in force at the time.
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Application process

Each applicant should provide a current CV and prepare a statement of interest of up to one page, detailing why they are an appropriate candidate for the position.

Submissions should be made online: https://www.asgbi.org.uk/about-us/vacancies.

General enquires can be made to:

Jillian Hart, General Manager

Email: jillian@asgbi.org.uk

Shortlisted applicants will be invited for interview by members of the ASGBI Executive Board.

Governance

The Association is a not-for-profit company limited by guarantee registered in England (No. 06783090) and is registered for VAT (No. GB944307034). ASGBI has one wholly owned subsidiary company, the Surgical Indemnity Scheme Ltd (No. 07596523). There is also an affiliated incorporated charity, The ASGBI Charity (Registered Charity No. 1068016; Company No. 03476019).

Good governance and sound financial management are therefore of vital importance, and the Executive Board of Directors is responsible for ensuring that the Association meets the requirements of Companies House and the Charity Commission.

ASGBI is committed to an open, transparent and supportive working environment, encouraging a wide, diverse and inclusive dialogue with all members. All those appointed to a leadership position in ASGBI are expected to uphold these values and behaviours.

It is expected that every ASGBI Executive Board member will:

- Declare conflicts of interest.
- Attend the majority of relevant meetings.
- Represent ASGBI in all their interactions to raise the Association's profile and encourage membership.