



## Irish Writers Centre Open Call for Expressions of Interest in Treasurer

The Irish Writers Centre (IWC) is seeking to add a new Treasurer to its Board of Directors to continue leading on the work of the Board in line with the 2022-26 strategy which can be found [here](#).

We are looking for those with a passion for the Arts and an interest in the literary landscape in Ireland. This Call seeks individuals with skills and experience in one or more of the following areas, having regard also to gender, diversity, and age balance:

- Financial reporting;
- Financial planning and budgeting;
- Statutory accounts audit;
- Tax; and/or
- Fund-raising
- A recognised qualification in accountancy.

### Background

The Irish Writers Centre is a flagship resource organisation for writers. It offers professional supports to meet the needs of writers at all stages of their development through training, information, networking opportunities and programmed events.

A key part of our role is to offer a comprehensive and innovative toolkit/service to support the professional development of writers.

We are committed to fostering communities and connections between writers across Ireland; we also commit to celebrating their writing by creating audiences for their work at home and abroad. These goals are achieved through our specialised online presence, our physical hub in Parnell Square and our national and international outreach programmes.

All our actions are guided by the core principles of integrity, excellence and sustainability. The Irish Writers Centre is registered with the **Charities Regulatory Authority** (CHY 19738) in the Republic of Ireland and has recently completed an in-depth process to fully comply with the Charities Governance Code. The company's intention is to provide a governance and management structure that is:

- an example of best practice of governance;
- not for profit;
- truly representative of wide interests;
- robust and legally coherent;
- straightforward, transparent and effective;
- independent of political and other influences;
- acceptable to all stakeholders;
- accountable at every level.

*Location:* Board meetings will be held at the Irish Writers Centre, 19 Parnell Square, Dublin 1 or remotely by Zoom or other virtual platforms.

*Remuneration:* Non-remunerated – this is a voluntary position. Vouched and approved expenses are reimbursable.

*Time Commitment:* Approximately 7 X 2hr Board meetings per annum with time required for preparatory reading, and additional time commitments depending on membership of sub-committees. Board members may be asked to represent the Board on certain occasions, depending on their availability and interests.

### **Functions of the Board & Duties of Directors**

The Irish Writers Centre is governed by a voluntary board of Directors. Our Board members receive no payments and serve a maximum of two three-year terms. The Board is responsible for the strategic direction and control of the company. It is responsible for the system of internal financial control and oversight responsibility for the activities of the organisation. The Board delegates to the management and sub-committees the responsibility for the implementation of these policies. Members of the Board will be expected to play key roles in relation to the direction, leadership and governance of the organisation.

Directors have legal duties and obligations imposed by the Charities Regulator, other statutes and common law. Directors must act in good faith, act honestly and responsibly and act according to the [company's constitution](#).

Directors will be required to contribute effectively to the work of the Board. This will involve the ability to balance a strategic view of key decisions with a specialist or expert financial perspective as Treasurer, while being committed to the principle of collective decision making that underpins the Board's role.

The Irish Writers Centre keeps detailed books and records of [accounts](#) and maintains strict financial controls. The organisation is transparent in its audited financial statements. These accounts are independently audited and made public on our website and are compliant with the principles outlined in the Statement of Recommended Practice for Charities (SORP), which is recognised as best practice by the Accounting Standards Board.

**The Board of Directors is responsible for:**

- the employment of senior executives to the company;
- establishing and ensuring the implementation of policy objectives based upon current and future agreed strategies for the organisation;
- overseeing and maintaining the financial health of the organisation;
- ensuring the highest standards of governance and transparency;
- enabling and delegating to sub-committees/working groups prudent decision-making powers for efficiency in relation to certain projects to ensure that the Company has access to the broadest range of specialist expertise and advice in all aspects of its work (see below).

Please note that the Company's Constitution clearly states that no Director appointed to any office of the Company shall be paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Company.

**The Treasurer is responsible for:**

- preparing and presenting understandable financial reports to the Board;
- ensuring that the financial resources of the IWC meet its needs;
- ensuring that appropriate financial procedures and controls are in place and the IWC is compliant
- with best practice principles commensurate with the IWC's size and scale
- advising on the financial implications of any new projects;
- reviewing the annual accounts and liaising with the independent auditor;
- presenting the annual accounts at the annual general meeting.

**Working Groups/Sub-Committees**

In order to deliver IWC strategy and goals, a series of working groups/sub-committees of the Board has been established to focus on specific aspects of the board's work. More may be established as required. Each sub-committee includes up to two directors from the board and is chaired by a sub-committee member.

The Chair of the sub-committee is responsible for reporting on its activities on a timely basis to the Board. The Board delegates such powers as are prudent to the sub-committees but any recommendation of the sub-committee is referred back to the Board for decision. A senior member of the Executive Team has responsibility for providing executive services to each sub-committee.

**Current Board Composition**

Here is a link to our website to the [IWC Board page](#).

## **Person Specification**

A vacancy will arise in February and will be filled using a skills and experience-based approach. Should the open call process not yield candidates with the required skills and experience, the company reserves the right to make direct appointments of appropriately qualified individuals.

Applicants should be a qualified and practising ACA (Chartered Accountant), ACCA (Chartered Certified Accountant) or CPA (Certified Public Accountant) – or have another relevant qualification (e.g. Chartered Tax Advisor), together with relevant experience.

We are conscious that the make-up of our Board, as the strategic decision maker, should represent our value of diversity. We actively seek a diverse applicant pool for these positions and encourage candidates of all backgrounds and from all over Ireland to apply.

## **How to Apply:**

Please submit a written application of **no more than two pages collated in a single attachment**, with **Expression of Interest: Treasurer** in the subject line. Your application should include a short cover email which clearly specifies how your particular background and experience meets the requirements of the Company as detailed above, as well as a summary of your experience or a CV. Applications are to be sent by email to **management@irishwriterscentre.ie**. Enquiries may be made to the same email address.

## **Selection Process:**

All applications received will be reviewed and may be shortlisted for online or phone interview. Submissions will be considered by the Board.

## **Confidentiality**

Applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

*\*Writers will need to consider their involvement carefully if they have previously been, or hope to be employed by the IWC in any capacity. All board members, writers inclusive, are voluntary and cannot be paid a fee for the duration of their term as Board director.*