

Vacancy: Finance Director

Who we are and what we do

The Federation of European Microbiological Society (FEMS) is a coalition of more than 50 Member Societies from 38 countries, a diverse network of 30,000 individual microbiologists. Our central office with a small international team is based in Delft but we work with hundreds of individual scientists, partners, and suppliers across the globe.

Our commitment is to support microbiologists, to promote the best in microbiological research and knowledge, and to bring microbiologists together to share that knowledge.

FEMS is a not-for-profit organization, that reinvests its income to support microbiologists throughout their career. It does this through its grant schemes, by publishing and promoting scientific research in our journals and by organizing and supporting events to bring scientists together.

Trustee Role Description

FEMS is registered in the UK as both a limited company and a registered charity. As a result, Directors of the FEMS company are also Trustees of the FEMS charity. FEMS Directors/Trustees are responsible for ensuring the organization is managed effectively, remains solvent, and delivers its strategic and charitable objectives. Trustees bring expertise, leadership and prestige to the Federation. The Board of Trustees are also a potential source of expertise and support to FEMS employees. As required by the UK Charity Commission, all Trustees must familiarize themselves the Articles of the Company and understand the importance of adhering to the processes detailed therein. The Trustees remain accountable and responsible for the governance of the Company and must retain clear oversight of it.

Benefits of becoming a Trustee

FEMS Trustees work as part of a multi-national and multicultural team, where they contribute to supporting FEMS and advancing microbiology. Trustees' work is supported by a dynamic and motivated team of FEMS employees (based in Delft, The Netherlands). Trustees bring their talent and experience to the Federation and also develop skills and networks as part of the role. All Trusteeships are voluntary without economic support except for reimbursement of reasonable expenses incurred in performing their duties, in accordance with the FEMS expenses policy.

Finance Director: portfolio

We are seeking to attract an individual with significant experience in overseeing the administrative and financial aspects of a not-for-profit organization to:

- Oversee the strategic finance of FEMS and work with the Managing Director, Strategic Financial Advisor, investment manager, auditors and (where necessary) the UK Charity Commission and UK Companies House to ensure the Company's regulatory compliance and fiduciary responsibility
- Work with the Managing Director and Strategic Financial Advisor on the financial and budgeting systems and processes of the charity
- Present financial reports to the Trustees and Council in a format that facilitates a clear understanding of the Company's financial position
- Advise the Trustees on how best to carry out the Board's financial responsibilities
- Oversee the preparation and scrutiny of the audited financial accounts

Your skills and experience:

- Experience as Trustee or Director of a scholarly society or other charitable organisation or financial experience in a charity, business, or NGO, ideally in the UK*
- Familiarity with the legal requirements as prescribed by the UK Charity Commission and Companies House.
- Track record of interacting with investment managers and external auditors.
- Track record in dealing with the financial governance of a small company and/or voluntary organisation
- Extensive network among microbiology professionals, ideally internationally and across sectors (academia, policy, industry)
- Track record in leadership and diplomacy particularly of highly diverse, cross-cultural teams
- Good organisational skills and a very keen eye for detail

Trustee: desirable skills and experience

- Good networking skills, extensive contacts, and political and cultural sensitivity
- Professional attitude, desire to work in a cross-cultural environment in a spirit of mutual respect and collaboration
- Willingness and capacity to contribute to the administrative aspects of the relevant portfolio(s)

Time commitment

Trustees are required to attend three Board meetings per year: usually, two in Delft, the Netherlands, and the third at the annual Council meeting that varies location throughout Europe. The Treasurer may be asked to represent the organization at events worldwide or take part in *ad hoc* meetings.

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As well as attending meetings in person, Trustees perform some of their duties remotely, including receiving and analysing regular updates on the performance of the organization. The term of office is for three years, with the option of serving for a further term of three years.

*Additionally, the Finance Director's role also requires attendance at a number of additional governance and financial meetings in the UK.

Conduct of Trustees

FEMS is committed to taking positive steps to ensure that all people are treated with dignity and respect and valuing diversity. All members of the Board of Trustees are required to abide by the FEMS code of Conduct and be aware of the Charity Commission's Governance Code for Smaller Charities (2017). For more details of the specific legal obligations of a Trustee, visit the Charity Commission website www.charity-commission.gov.uk and follow links to their publication *The Essential Trustee* (2012).

How to apply

To be nominated you will need to submit a letter of support from two [Member Societies](#), along with your CV and a brief covering letter highlighting why you are applying for the role and how you feel your skills and experience can contribute to FEMS, by 30 April 2022 to the Election Committee by email at electioncommittee@fems-microbiology.org

If you would like an informal conversation about the role before making an application please contact the Election Committee, who can assist with the application process.

Shortlisted applicants will be invited to present their application to the Council in September 2022 (hopefully in Split, Croatia). Trustees are elected by the Council, which consists of the Delegate from each Member Society and the current Board of Directors.