

INASP Treasurer Terms of Reference

(November 2022)

Introduction

INASP (International Network for Advancing Science and Policy) is seeking a new Treasurer to join our existing board in leading the organisation through our next exciting period of change. We are particularly interested to hear from candidates from the Global South, wherever your current location, who can commit to an initial 3-year term, with the possibility of renewal for a second 3-year term thereafter.

About INASP

Vision, Mission and Values

INASP's vision is "research and knowledge at the heart of development" and our mission is to support individuals and institutions to produce, share and use research and knowledge to transform lives. Our values are in it together; making change last; every voice counts; and doing things right.

What we do and who we work with

Our 2021-2025 strategy is to nurture more equitable knowledge ecosystems. We support higher education and research organisations in the Global South and the early career researchers that work in them so that they can use evidence more effectively in their professional, civic and private roles. We support research capacity so that: researchers can design, undertake and communicate relevant and rigorous research; Southern research communities can publish their own research, and gain visibility and credibility for this work; and a more diverse group of universities and research institutions can participate, produce and publish research, and strengthen their teaching and learning.

History

We were established in 1992 by the International Council for Science (ICSU) to improve access to information and knowledge through a commitment to capacity development in emerging and developing countries. ICSU provided an umbrella legal status under its Committee for the Dissemination of Scientific Information until 2003 when INASP was registered in the United Kingdom as a company limited by guarantee. In October 2004, we were registered as a charity with an independent board of trustees.

Our Work

In recent years we have worked with partners in 15 countries in Africa (Ethiopia, Ghana, Kenya, Nigeria, Sierra Leone, Tanzania, Uganda), South Asia (Bangladesh, Cambodia, Nepal, Pakistan, Sri Lanka) and Central America (El Salvador, Honduras, Nicaragua). In addition, we provide support to researchers globally through our AuthorAID platform, which now has over 20,000 members worldwide, with our online courses reaching 7,500 individuals each year.

We have a strong reputation among funders and our partners as a specialist in designing, delivering and evaluating complex, multi-layered capacity development programmes that:

- develop the capabilities of Global South and North researchers to deliver high quality research on global development challenges and to improve the quality and relevance of their teaching and learning;
- reduce the barriers that prevent Global South researchers' and educators' knowledge from being fully recognised and integrated into international development discourses; and

- create spaces for stakeholders in the Global South to establish research agendas and new, context-specific theoretical and methodological frameworks for key issues in international development.
- Create more inclusive environments for learning and research, with particular strengths in gender-responsive pedagogies.

We are specialists in designing and delivering digital and blended training and professional learning approaches such as workshops, online trainings, Massive Open Online Courses (MOOCs) and mentorship schemes.

The organisation

INASP is based in Oxford, but staff largely work virtually from home. We have nine staff but work very closely and intensively with 15 Associates worldwide, nine of whom are based in the Global South, and with a much larger number of consultants on individual projects. We have eight trustees three of whom are from the Global South and 12 informal strategic advisers worldwide. There is much more information about who we are and what we do on our website: www.inasp.info.

Our income in 2021 was c.£1.7m and our two largest donors were the Swedish International Development Agency (Sida) and the UK Foreign, Commonwealth and Development Office (FCDO). Other donors and clients include the International Development Research Centre of Canada (IDRC), the British Council, and the Association of Commonwealth Universities (ACU). Our Annual Report and Financial Statement for 2021 is available on The Charity Commission website [here](#).

The Treasurer role

General Trustee Responsibilities

The Board are collectively responsible for ensuring that the charity is carrying out the purposes for which it is set up, complying with the governing document and the law, utilising its resources responsibly, and meeting statutory accounting and reporting requirements. In addition, Trustees are invited to bring their own skills and experience to advise, collaborate and if necessary to challenge, the Board, the Executive Director and the Senior Management Team to achieve shared objectives. Trustees may also act as an ambassador and a public face of the charity in partnership with the Executive Director. The Treasurer has specific responsibilities for financial and legal issues which are outlined in more detail below.

Time commitment, relationships and term

The Treasurer role will require approximately 6-9 days per annum, including three Board meetings two of which are usually virtual, and occasional virtual meetings with the Executive Director, Director of Finance, and Auditor. In addition, the Treasurer will chair the Finance and Audit Sub-Committee which reports to the main Board. The sub-committee meets annually in March to review the Annual Audit and Auditors' Report, and occasionally as necessary at other times of the year. The Treasurer reports to the Chair of the Board of Trustees. The role is unremunerated, but reasonable expenses to undertake the role will be covered. All Board members serve a three-year term but can be re-appointed for one additional three-year term.

The Treasurer Role

The purpose of the Treasurer is to monitor the financial administration of the charity and report to the board of trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.

Specific tasks will include:

- Overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees and monitoring and advising on financial viability.
- Ensuring that proper accounting records are kept, financial resources are properly controlled, invested and spent, in line with good governance, legal and regulatory requirements.
- Overseeing the development and implementation of financial reserves, cost-management and investment policies, and internal financial management controls and risk management.
- Liaising with the Finance Director and Financial Accountant when necessary.
- Chairing the finance and audit sub-committee and reporting back to the board of trustees.
- Overseeing the implementation of and monitoring specific financial controls and adherence to systems.
- Board-level liaison with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations.

Person Specification

Candidates should have:

- A recognised finance qualification and/or be a member of a recognised accounting body.
- A strong and visible passion and commitment to INASP, its strategic objectives and cause.
- Strong inter-personal and relationship building abilities, tact and diplomacy, with the ability to listen and engage effectively.
- Deep understanding of charity financial reporting and governance, and business management processes and UK charity finance audit and legal requirements
- Ability to commit time to conduct the role well, including travel and attending events out of normal office hours.
- Paid or unpaid experience in a senior finance role with responsibility for budgeting, financial management, tax and contractual compliance level within a relevant sector and organisation.
- Experience as a Trustee of a charity/non-profit organisation and/or providing financial and legal advice to boards or senior leadership in a relevant organisation.
- Strong strategic vision, good and independent judgement, and commercial acumen.
- Broad knowledge and understanding of the international development space, particularly in 'knowledge for development'.

Further information

If you are interested in this role, or would like further information please email John Young (Executive Director) at jyoung@inasp.info.