

## Trustee recruitment at the Institute of Business Ethics

The Institute of Business Ethics (IBE) is the UK's leading organisation working in the field of business ethics. We currently have vacancies for several trustees to join our Board. If you would like to be considered for a challenging role providing sound governance and wise guidance to the IBE, please email your CV and covering letter expressing your interest and what you believe you can bring to the IBE to [j.wright@ibe.org.uk](mailto:j.wright@ibe.org.uk)

The IBE is also looking to appoint one of its new trustees as IBE Treasurer. *Further details of this position are provided below.*

### Trustee Role Description

**Salary** Trustees are unremunerated, but expenses to carry out Trustee duties are available by prior agreement with the Chair.

**About the IBE** The IBE was established in 1986 by business people for business people. We are an education charity primarily funded by companies and business associations through subscription by donations.

The IBE works with organisations to support them to achieve the highest standards of ethical behaviour. [Our supporters include a broad cross-section of British and international businesses.](#)

#### **What we do**

We raise public awareness of the importance of doing business ethically. We help organisations to strengthen their ethics culture and to encourage high standards of business behaviour based on ethical values. We undertake research and surveys into good practice and ethical business conduct, publishing practical reports to help identify solutions to business dilemmas. Through advocacy, our events programme and advisory work, we support the promotion and sharing of good practice. We collaborate with other UK and international organisations with interests and expertise in business ethics.

Further information can be found on our website: [www.ibe.org.uk](http://www.ibe.org.uk).

### Candidate

**Profile** We are looking to recruit up to three new trustees and would particularly welcome applications from those who hold/have held a senior role in a commercial business.

Given the current balance of Trustee expertise, candidates with experience of Communications, Finance, ESG, People & building ethical cultures are particularly encouraged to apply. Although not essential we would welcome familiarity with media relations, social media and sponsorship/fundraising in the charitable sector.

**Duties** As a trustee you will be one of a group of about 10 people who set the strategy of the IBE, review performance and ensure that the Institute is running effectively and maximising its impact.

Trustees meet four times a year for board meetings in London / virtually. An additional two meetings are held annually with the IBE's Advisory Council to help develop thought leadership and strategy. The IBE is a growing organisation and is continually seeking to increase the scope, profile and impact of its activities.

Beyond involvement in the IBE's governance, trustees are encouraged to participate in the IBE programme by attending events and publication launches.

Equality, Diversity, and Inclusion: The IBE is committed to equality, diversity, and inclusion. We are an equal opportunities employer and encourage applications from all suitably qualified persons regardless of their race, sex, disability, religion/ belief, sexual orientation, or age.

Details of current trustees can be found at: <https://www.ibe.org.uk/trustees/84/54>.

**For further information please contact:**

E-mail: [j.wright@ibe.org.uk](mailto:j.wright@ibe.org.uk)

**TO APPLY:**

Please email your cv and an expression of interest in becoming a trustee and /or and treasurer of the IBE to [j.wright@ibe.org.uk](mailto:j.wright@ibe.org.uk)

Deadline for applications: 31 March 2023.

Shortlisted candidates will be able to speak informally to the IBE director Dr Ian Peters, MBE and to the IBE chair Prof David Grayson, CBE.

Interviews will take place virtually w/c 17 April and w/c 24 April.

It is anticipated that the successful candidates will be confirmed in early May, join the board in June and have their IBE induction over the summer.

We are also recruiting a trustee to serve as Honorary Treasurer – see below.

For this post, there will be an opportunity to shadow the outgoing Honorary Treasurer Mike Tuffrey for the completion of the annual audit and accounts for the IBE for calendar year 2022 during the early summer.

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## **Honorary Treasurer Vacancy at the Institute of Business Ethics.**

### Overview of Role

The Treasurer is a trustee and board director of the Institute of Business Ethics and shares responsibility with other trustees for the overall governance and strategic direction of the IBE. In addition, the Treasurer maintains oversight of the IBE's financial affairs, ensures the Board of Trustees always has the information and insights it needs, and provides guidance and support to the IBE's senior staff.

### Benefits of being a treasurer

Being a trustee and treasurer should be a rewarding experience, providing an opportunity to make a difference to a cause you care about, exercise your skills and experience of financial management in the context of charity governance and strategy, and work with new and interesting people from different backgrounds.

### Salary & Term of Office – as other trustees

### Specific responsibilities of the treasurer

- Oversee the IBE's compliance with statutory requirements relating to the accounts of a company limited by guarantee and a registered charity before these are presented to the Board of Trustees
- Oversee the presentation and content of IBE's annual budgets, quarterly management accounts and long-term forecasts to ensure these are in line with the agreed organisational strategy.
- Keep under review the IBE's financial policies and systems of internal control and make recommendations as necessary.

- Be a sounding board for the Director and Head of Operations and Finance and work with the Board chair and vice chair.
- Draw any major financial concerns to the attention of the Board of Trustees and propose appropriate action.
- Oversee the annual audit process, meet the external auditors as appropriate, present the annual accounts to trustees and highlight any matters requiring attention.

#### Skills and experience

In addition to the attributes needed of all trustees, for the role of treasurer we require:

- a professional background in accountancy.
- experience of financial management in a similar sized organisation at a senior level.
- a good understanding of the management and legal requirements of a UK-registered charity and company.
- the ability to make difficult and demanding recommendations to the Board.
- the ability to work effectively with the Director and the Head of Operations and Finance
- previous experience as a trustee of a charity.