INTERNATIONAL COMMITTEE ON ANIMAL RECORDING (ICAR) JOB DESCRIPTION

POSITION TITLE: FINANCIAL INSPECTOR

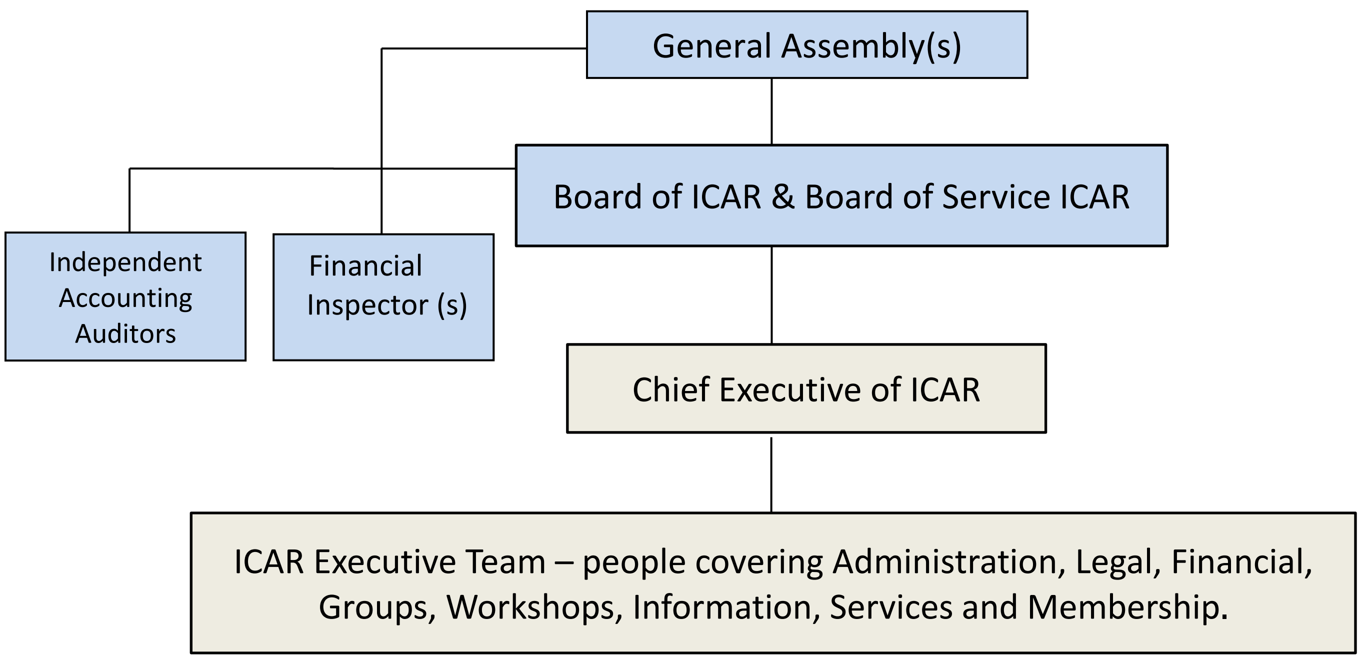
Current Position Holder(s): Josef Kucera, Neil Petreny
Date/ Version: 16th July 2018 Version 4.0
Business Unit: ICAR & Service ICAR
Location: Non-specific
Reports to: ICAR General Assembly and President and Boards of ICAR & service ICAR

Position Summary:
Provides independent review/assessment of ICAR & Service ICAR's Annual Financial Statements on behalf of the respective Boards and General Assemblies.

Appointment:
Inspectors are elected from the membership and represent members of the Association and will not be members of the Board.
This is an important role for the organisation and requires a person with strong business / management knowledge and experience – ideally at General Manager / Chief Executive level in one of our Member DHI or Breeding Service organisations.

Comments on any changes likely within 12 months:
Neil Petreny will step down in 2019 and Josef Kucera will step down in 2020. So new Inspectors will be required to be appointed by the respective General Assemblies to replace them.

ORGANISATIONAL RELATIONSHIPS



Main Tasks;

As stated in the ICAR statutes the Financial Inspector has overall responsibility for the independent review and assessment of ICAR's and Service ICAR's Annual Financial Statements as per ICAR SOP 02_ADM_0004 Financial Reporting.

ICAR's Financial Yearly Accounts shall be inspected each year by at least one of the two Inspectors. (The financial year shall run with the calendar year, i.e. from 1 January to 31 December).

The Financial Inspectors will provide feedback initially to the Chief Executive and then to the Board with the Final report being sent to and presented to the General Assembly at ICAR's Annual Conference.

The Financial Inspectors may engage the services of an independent accountant* to do the actual 'hands on' audit of the accounts but the Financial Inspector must review and sign off the Financial statements.

*Independent Accountant may either come from within Members ranks or could also be an outside firm and must be qualified to international accounting standards.

PROCESS FOR AUDIT AND ASSESSMENT OF ICAR'S AND SERVICE ICAR'S ANNUAL FINANCIAL REPORTS

The detailed timing of the audit process is outlined in ICAR SOP **02_ADM_0004 Financial Reporting.**

The key steps for the Financial Inspectors in reviewing of the annual accounts are;

1. Confirm with CE that the Final drafts of the ICAR and Service ICAR Annual Accounts are ready for review (typically available 1st week March)

2. Schedule your review with the CE and ICAR office – this can be physically hands on site (preferred) but could also be completed remotely via electronic means – (typically happens mid-March).

3. Write up Report on Review Findings and review with CE

4. Final Report on Findings and recommendations to then be forwarded by Financial Inspector to the ICAR and SERVICE ICAR Boards respectively for Approval

5. Following Board(s) Approval the CE will send the Year Accounts to the General Assembly (GA) for approval – (send at least 8 weeks before the GA)

External Audit:

6. If external auditing is requested either by the Board or CE, this will take place early April after preparation of the Accounts by the CE.

7. In this case, the external auditor will provide their independent report to the Board. The Financial Inspectors will include the external auditors report when presenting to the GA.

Note: Costs of Financial Inspectors' travel and accommodation in conducting the review are to be borne by the ICAR Office.

Knowledge, experience and competencies required for Financial Inspectors

Essential	Desirable
Proven experience in senior business leadership role (e.g. General Manager of Chief Executive level in DHI or Breeding Services Org).	➢ 5 yrs. experience at this senior level. ➢ Accounting/Financial background

Competencies required for Financial Inspectors

Essential
Business leadership experience
Must be from an ICAR Member
Must have working knowledge of ICAR activities
Accounting knowledge
Excellent written and spoken English

References / other information

ICAR SOP **02_ADM_0004 Financial Reporting**