



## INTERNATIONAL COMMITTEE ON ANIMAL RECORDING (ICAR) JOB DESCRIPTION

### POSITION TITLE: FINANCIAL INSPECTOR

**Current Position Holder(s):** Neil Petreny, Josef Kucera

**Date/ Version:** 28<sup>th</sup> May 2018 Version 1.0

**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 audit/assessment of ICAR & Service ICAR's Annual Financial Reports on behalf of the respective Boards and General Assemblies.

#### Appointment:

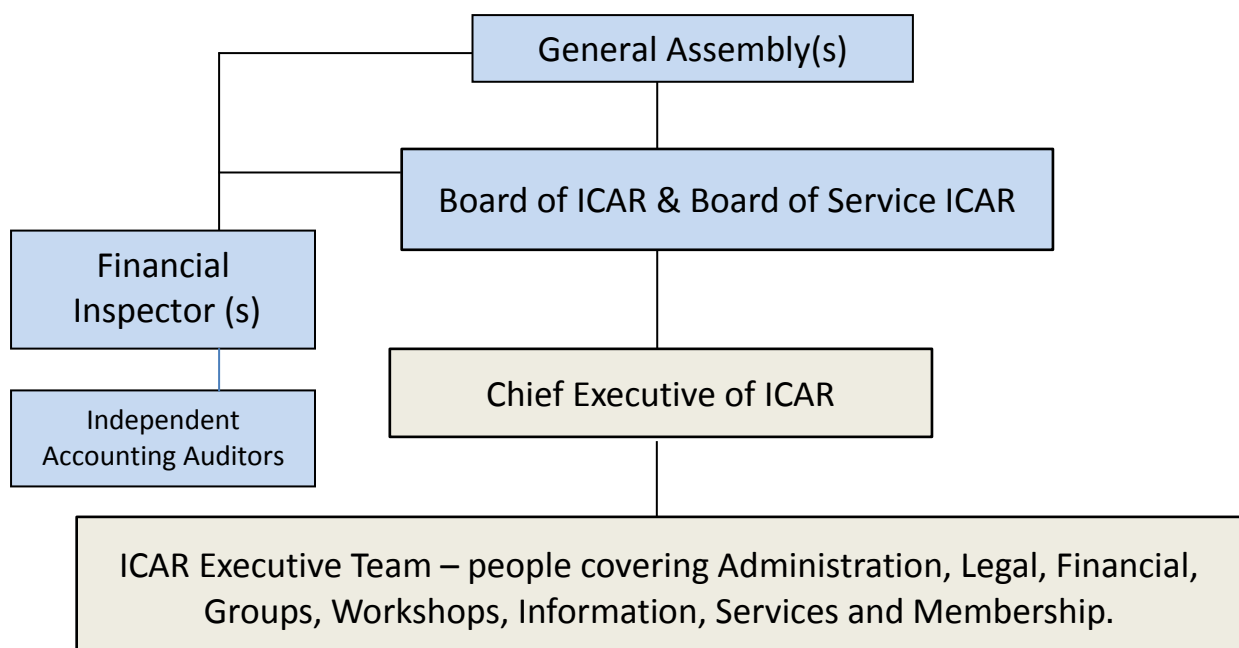
Inspectors are elected from the membership and represent members of the Association and will not be members of the Board.

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 audit and assessment of ICAR's and Service ICAR's Annual Financial Reports 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 Inspector 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 reports.

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

### **Knowledge, experience and competencies required for Financial Inspectors**

<b>Essential</b>	<b>Desirable</b>
Proven experience in senior business leadership role (e.g. General Manager of Chief Executive level in DHI or Breeding Services Org).	<ul style="list-style-type: none"><li>➤ 5 yrs. experience at this senior level.</li><li>➤ Accounting/Financial background</li></ul>

### **Competencies required for Financial Inspectors**

<b>Essential</b>
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