

Auditor

Responsibilities

1. Permanently check and audit FIR finances
2. Verify FIR bookkeeping
3. Write an audit report for presentation to the AGM
4. Support the FIR Treasurer in ensuring the sustained financial health of FIR
5. Request an Extraordinary General Meeting if needed as a result of an extreme situation (e.g. complete FIR Council resigns)

Tasks

1. Critically review and check the FIR bookkeeping and all associated documentation (bank statements, invoices, payments, agreements etc) on request of the FIR Treasurer
2. Ensure that the FIR bookkeeping is complete and accurately represents the true FIR financial situation
3. Ensure the associated documentation is complete, well documented and can be found easily
4. Discuss possible improvements to resolve any issues identified with FIR Treasurer
5. Produce and sign an Audit Report to be presented to the FIR AGM

Requirements

1. Knowledge of standard accounting and financial auditing principles (audit experience a distinct positive advantage)
2. Not afraid to be critical and ask difficult questions
3. Persistence – prepared to keep issues open until satisfied they are resolved properly
4. Pragmatic perfectionism – seek to reach the best possible solution, but understand when it is not possible due to shortage of manpower, time, finances etc
5. Solution oriented – be able to suggest ways to improve things when issues found with bookkeeping, finances, approval processes, legal frameworks, budgeting etc
6. Strong communicator
7. Numerical and literate
8. Fluent English, written and spoken

Conditions

1. Not a FIR Council position
2. Estimated effort: a few days per year following FIR bookkeeping year-end closure (normally in Q1) and sporadically throughout the year for any brief interim checks
3. Location: no restrictions, though preferably in EMEA time-zone
4. Rewards: no monetary rewards, but instead the satisfaction of helping FIR to improve and flourish further