

Information Pack for the role of

Director, Finance and Administration
for the World Scout Bureau

World Scout Bureau

January 2014



SCOUTS[®]
Creating a Better World

World Scouting

The World Organization of the Scout Movement is the largest youth organization in the world. Scouting is a voluntary, non-political educational organization that is open to all in accordance with the purpose, principles and method conceived by its founder Robert Baden-Powell in 1907.

The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

This is achieved by:

- Involving them throughout their formative years in a non-formal educational process;
- Through the Scout method helping boys and girls become the principal agents of their development as a self-reliant, supportive, responsible and committed person;
- Assisting them to establish a value system based upon spiritual, social and personal principles as expressed in the Scout Promise and Law.



Scouting operates through a network of local groups supported by 165 National Scout Organizations (NSOs) in some 224 countries and territories. There are currently more than 30 million Scouts, boys and girls, men and women across the globe. More than 500 million people worldwide have been Scouts, including prominent people in every field. Scouting has a strong presence in all continents and is growing rapidly in developing countries.

The World Organization of the Scout Movement (WOSM) is an independent, worldwide, non-profit and non-partisan organization that serves the Scout Movement through its NSO members. Its purpose is to promote unity and the understanding of Scouting's purpose and principles, while facilitating its expansion and development.

WOSM has an evolving strategy that guides its future direction and responds to the worldwide needs of Scouting. The priority work areas for 2011-14 are:



Youth for Change - Bringing together various strands of youth engagement and empowerment to maximise the impact that young people might have in driving the Movement forward.

21st Century Leadership - Finding ways to help NSOs bring out within their youth programmes the leadership qualities of young people that will be needed if they are to take an active and responsible role in modern society.

Our Strategic Path - Examining the processes and content needed to develop the strategy for Scouting to the next stage.

Global Support System - Creating a bank of resources (human and intellectual) so that NSOs can assess their own needs and access targeted assistance to meet those needs.

Organizational Structure

The **World Scout Conference** is the governing body, the "general assembly" of Scouting, and is composed of all the 163 NSO members of WOSM. It meets every three years and its function is to consider the policy and standards of the Scout Movement throughout the world, formulate a general policy and take the action required to further the purpose of the Movement.

The **World Scout Committee** (WSC) is the executive body of WOSM. It is responsible for the implementation of the resolutions of the World Scout Conference and for acting on its behalf between its meetings. The members of the World Scout Committee are elected every three years at the Conference for a maximum consecutive term of six years. The World Scout Committee has established six **Regions** within WOSM, each comprising the NSO members within a geographical area. Each Region has a Regional Scout Conference, Committee and Office. The Regional Scout Office is a branch of the World Scout Bureau (see below).

The **Secretary General** is appointed by the World Scout Committee, of which he or she is an ex-officio member with no voting rights. He or she is the Chief Executive Officer of WOSM and directs its Secretariat, the World Scout Bureau. The role of the Secretary General is to promote and safeguard the interests of the Movement. Scott Teare is the current Secretary General.

The **Chief Operating Officer** reports directly to the Secretary General and is responsible for the World Scout Bureau's operational management and for enhancing the organizational processes.

The **World Scout Bureau** (WSB) is the Secretariat of the World Organization. The Bureau comprises 120 professional staff – around 30 are currently based in Geneva and the remainder in the six Regional Offices, led by Regional Directors:

- Africa Region: Nairobi, Kenya
- Arab Region: Cairo, Egypt
- Asia-Pacific Region: Manila, Philippines
- Eurasia Region: Kiev, Ukraine
- European Region: Geneva, Switzerland; and Brussels, Belgium
- Interamerica Region: Panama City, Panama

The World Scout Bureau Central Office is currently in Geneva. In the first quarter of 2014, the Central Office operations will relocate to Kuala Lumpur, Malaysia. The current Geneva Central Office will close. However, a small portion of the staff (around 5 employees) will maintain a presence in Geneva as Switzerland will remain the corporate headquarters.

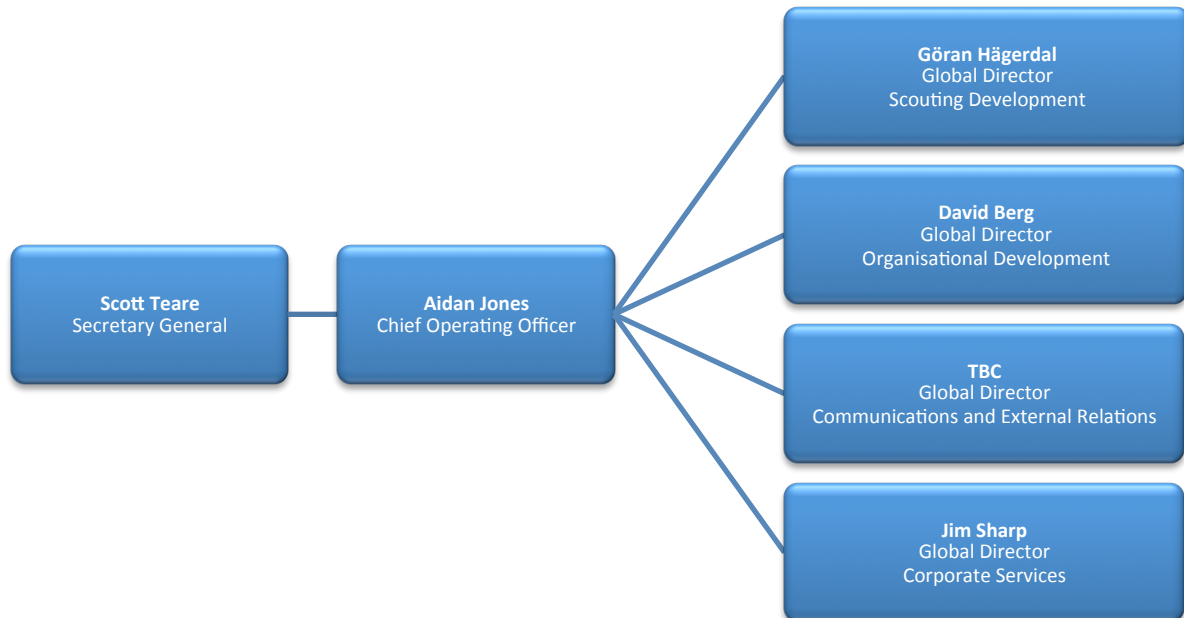
For 2013-14, the World Scout Bureau's annual operating budget is some CHF 10M. This budget is financed mainly from the annual registration fees paid by NSOs, based on their individual membership and by grants provided by the World Scout Foundation, WOSM's fund raising arm.

The World Scout Foundation (WSF) is building an endowment fund. Contributions to the Foundation are invested permanently to produce a regular income for the benefit of WOSM. The World Scout Foundation has also established a specific Support Fund, which underwrites World Scouting's flagship initiative: Messengers of Peace. The WSF is also raising significant funds to support various "projects" that help with an emphasis on Capacity building.

Some other support comes from foundations, corporations, development agencies, and individuals.

The **Global Directors** are a new role created following an organization and location review process. There are four Global Directors with worldwide responsibility for Scouting Development, Organizational Development, Communications and External Relations and Corporate Services. Each Global Director is supported by a number of staff in the Central Office and a virtual global network of other staff in the Regional Offices who work directly with NSOs to provide expertise in each of the global areas.

The Senior Management Team of the Central Office is the Secretary General, the Chief Operating Officer and the four Global Directors.



The 'full' World Scout Bureau Senior Management Team also includes the six Regional Directors.

The Director, Finance and Administration reports to the Global Director, Corporate Services.

Director, Finance and Administration

The Director, Finance and Administration, is a member of the Corporate Services team within the World Scout Bureau, reporting to the Global Director, Corporate Services.

The Director, Finance and Administration, is responsible for managing on a day to day basis the finance and administration functions of the WSB Offices based in Kuala Lumpur and Geneva which provide central headquarters functions to the World Organization of the Scout Movement. He or she also has a crucial role in overseeing the finances of the six WSB Regional Offices and ensuring that these are properly managed and incorporated into a 'consolidated' set of account for the WSB.

He or she is supported by a number of staff in the Kuala Lumpur and Geneva Offices of the WSB and liaises closely with his or her counterparts in the six WSB Regional Offices.

The restructuring of the WSB resulting from the Organisation and Location Review conducted in 2012 and 2013 has identified the need to develop a new financial management system for all Offices of the WSB. The Director, Finance and Administration, will be responsible for the development of this new system in time for implementation at the start of the 2014-15 financial year (which begins on 1 October 2014). The opening of a new Kuala Lumpur Office of the WSB, where the role will be based, will also require new administrative systems and procedures to be developed and implemented, which fit with established systems and procedures in the continuing Geneva Office of the WSB where the legal seat of WOSM will be retained.

The Director, Finance and Administration, will also collaborate closely with a new Director, Human Resources, to be appointed shortly.

Job Description

Position Title: Director, Finance and Administration

Responsible to: Global Director, Corporate Services

Purpose

Responsible for the areas of finance, including budgeting, accounting and reporting, and administration within the central World Scout Bureau Offices; and for overseeing and coordinating these areas in all of the other Offices of the World Scout Bureau.

Key Responsibilities

Within the framework of the WOSM Triennial Plan and the current priorities of the WSB, take overall responsibility for:

- Yearly planning and budgeting: lead the preparation of the annual budget in consultation with the Secretary General/Chief Operating Officer and with relevant staff, for review by the Finance Committee and approval by the World Scout Committee; contribute to the preparation of the yearly operational plan; provide systematic budget monitoring and produce monthly reports for management and quarterly reports for the WSC on financial results against budget.
- Accounting, reporting and audit: provide guidance on the organisation's financial and audit policies for Audit and Finance Committees/WSC review and management implementation; provide technical support and advice to the Committees responsible for finance and audit; work with staff in the team to ensure that all financial accounts and records are in accordance with internal guidelines and policies and conform to Swiss GAAP RPC; review the annual terms of reference for the audit in consultation with the Audit Committee and oversee preparation of the financial statements in accordance with the agreed auditing timelines; provide the management response to the Auditors' recommendations and implement decisions taken by the Audit Committee.
- Treasury and investment management: assess regularly the financial situation of the WSB, monitoring cash flow projections in relation to approved budgets and advise the Secretary General/Chief Operating Officer on financial matters; ensure sound investment of the WSB assets in line with investment policies; ensure use of WSB funds in accordance with policies and guidelines.
- Payroll: manage the payroll system and provide any official documents.
- Administration and facilities management: ensure WSB compliance with all statutory requirements in Malaysia/Switzerland; maintain close collaboration with the local authorities and other relevant institutions in Kuala Lumpur/Geneva; supervise insurance contracts and interact with the insurance broker; supervise management and acquisition of equipment and supplies; supervise management of rented premises.
- World Scout Conference and World Scout Youth Forum: serve as the Administrator of the World Scout Conference; supervise the registration process of participants; organize and supervise the interpreters team; liaison with the Host Committee in the above areas.
- Any other tasks as agreed with the Director, Corporate Services from time to time.

Person Specification

This person is likely to be a senior executive experienced in the fields of finance and administration, with a good knowledge of the not-for-profit sector, ideally in an international context.

Qualifications and experience

- A Bachelor's degree in finance or accounting, or related field
- At least 5 years of progressively responsible experience in finance or administration, including responsibility for managing subordinate staff

Knowledge and skills

- Able to communicate effectively in English (and, ideally, in French), both orally and in writing; other languages an asset
- Total familiarity with financial management software and tools
- Able to develop new financial management systems suited to the international not-for-profit sector
- Able to analyse and interpret financial data and to prepare financial reports, statements and projections
- Competence to develop and implement internal control systems, taking into account risk assessment
- Competence to develop, document and implement policy and procedure in the fields of finance and administration
- Able to make clear decisions in a timely manner, assessing situations to determine the importance, urgency and risks, in the best interests of the organisation
- Able to supervise and train staff
- Demonstrable computer literacy
- Proven capability to negotiate, solve problems, cope with stress and handle conflicts

Personal qualities

- Sensitivity to working with people of different cultures and language
- Capable, as a Scout executive, of working with Scout volunteers at world, regional and national levels
- Understand ethical behaviour and business practices and ensure own behaviour and the behaviour others is consistent with these standards and aligns with the values of the organisation
- Value relationships and the importance of establishing and maintaining positive working relationships with others both internally and externally to achieve the goals of the organisation
- Able to work under pressure
- Reliable and responsible; systematic and organised
- Willing to travel internationally from time to time and to work during the evenings and at weekends on occasions

Summary of Employment Terms and Conditions

The World Scout Bureau offers a range of tangible and intangible working benefits.

- This role is a full time position with 'maximum duration' contract of 5 years. There may be an option to extend the contract subject to agreement by both parties.
- The salary paid on a monthly basis will be appropriate to the seniority of this role and will take into account the not-for-profit nature of Scouting.
- The role is based in Kuala Lumpur, Malaysia.
- From time to time, the successful candidate will be expected to travel worldwide in carrying out the responsibilities of the role. Air travel is in Economy Class. There may be occasions when it is appropriate to travel other than Economy Class, but this must be approved by the Secretary General before booking any travel.
- Contractual hours of work are 40 hours per week Monday to Friday, but additional hours may be required for the effective performance of the role for which there will be no additional remuneration. The successful candidate must be willing to work during the evenings and at weekends, when necessary, for which reasonable time off in lieu may be given.
- The holiday entitlement is 25 days per annum, plus public holidays in the country where the position is based.
- The World Scout Bureau has a pension plan and medical plan – full details will be provided upon employment.

The offer of appointment will be subject to:

- Two satisfactory references.
- Medical clearance – employees being fully fit to carry out their duties as required by the role.
- A check on relevant qualifications.
- Confirmation of eligibility to work in Kuala Lumpur (or the ability to obtain the appropriate work permits, at the WSB's expense).
- Satisfactory completion of the probation period.

How to Apply

Applications should be submitted no later than 17:00 GMT **3 March 2014**, and should include:

- A Curriculum Vitae with full details of education and career history.
- A supporting statement outlining your suitability for the role, relating your skills, knowledge and experience to the requirements of the Job Description and Person Specification. Your particular interest in applying for this role should also be outlined.
- Details of your present compensation package (salary conditions and social benefits).
- Details of at least two people who can provide employment references.

Applications should be sent by e-mail to jobs@scout.org or by post (marked 'Private and Confidential') to:

Jim Sharp
Global Director, Corporate Services
World Organization of the Scout Movement
P.O. Box 91
CH-1211 Geneva 4 Plainpalais
Switzerland

For an informal conversation or further information about the role please contact the Jim Sharp by telephone on +41 22 705 10 24 (direct line) or by email at jsharp@scout.org.

Timetable

The following timetable is currently planned:

- The deadline for receipt of applications is 17:00 GMT on 3 March 2014
- The initial shortlist for telephone / Skype interviews will be completed by 7 March 2014
- Telephone / Skype interviews will take place from 10 March 2014
- Face-to-face interviews will take place during the week commencing 31 March 2014, mostly likely in Kuala Lumpur, Malaysia
- The appointment will be confirmed by early April 2014

Ideally, the new Director, Finance and Administration will be operational by **May / June 2014**.

The World Scout Bureau is committed to making appointments on merit by a fair and open process, taking due account of equality and diversity.