

CORPORATE BUSINESS MANAGER

The International Council on Archives, founded in 1948, is the international Non-Government Organization (NGO) that promotes the cause of archives and archivists throughout the world. It has a global network comprising regional branches, professional associations, specialist sections, expert groups and project teams. The voting members elect the organization's leaders (the President and two Vice-Presidents), while the Secretariat, based in Paris, co-ordinates the work of the leadership team, in relation to strategy and governance, and the organization's many volunteers in areas of professional practice.

ICA's organization has evolved gradually over the years, rather than being the product of carefully managed growth. It has to embrace a wide variety of cultures and has to cope with extended lines of communication. Recent constitutional reforms have streamlined governance structures but further reforms are in progress to improve the operations of the organization. There is more than ever a need for strong co-ordination from the Secretariat at the nerve centre of the organization, but this should be carried out sensitively and flexibly. There is a need to overhaul and simplify bureaucratic process without sacrificing necessary oversight of ICA bodies. In particular, the advent of new technologies offers the opportunity for greater efficiency and improved communication within ICA.

The Corporate Business Manager carries out a wide range of functions that enables ICA and the Secretariat to operate efficiently and effectively within the relevant legal and financial frameworks. The post calls for a detailed knowledge of the ICA Constitution and a good working knowledge of the law relating to associations in France and French accounting and employment practices. The post-holder also manages the contractual relationship with various service providers (payroll/tax, IT support, membership administration). (S)he reports directly to, and works closely with, the Secretary General on ICA governance and organizational matters, and supports him when particularly difficult or complicated issues arise.

This is a post ideally suited for an outgoing individual with a positive outlook, who has already acquired some administrative experience, and now wishes to broaden his/her horizons. In addition to a commitment to efficiency and an enthusiasm for new technologies, the post-holder should have a lively interest in people and a capacity to make the steady stream of ICA members visiting the Secretariat feel welcome.

Main duties

Finance: manages the relationship with the accountant and auditors, including oversight of book-keeping and financial reporting, and preparing the annual audit; assists the Vice-President Finance and Secretary General in the preparation of financial documents for ICA governance.

Contracts: prepares and monitors contracts for the provision of services to the Secretariat in the areas of accountancy, audit, IT support, HR advice and membership administration; prepares contracts for other staff engaged in the ICA Secretariat under French law.

Organization: compiles detailed guidance relating to the organization of the Annual Conferences and the Quadrennial Congress (including the development of a standard business model), General Assemblies and Executive Board Meetings and ensures that the practical arrangements and facilities are in place, in consultation with the host.

Governance/Constitution: supports the Secretary General in the planning and preparation of the General Assembly and Executive Board meetings, with specific responsibility for the distribution of documents within agreed deadlines; assists him in upholding the ICA constitution and ensuring that ICA bodies comply with the provisions that apply to them; responsible for the registration of the ICA as an association under French law.

General Administration: liaises with the host administration in relation to building/office maintenance; is responsible for the maintenance of the Secretariat's records management system and arrangements for its historical archives; takes the lead in making travel arrangements for ICA secretariat staff (including those based outside Paris); is one of the team capable of minuting internal staff meetings; assists with arrangements for staff on secondment, including advice on accommodation and health care.

Competencies

- A good working knowledge of financial reporting and employment law in France
- Has previous experience of managing contracts with service providers
- Team player who puts the needs of the team and the organization first; is approachable at all times and responsive to requests from other team members
- Demonstrates attention to detail while keeping in mind the big picture
- Has flexibility and the capacity to work calmly under pressure
- Ability to prioritize and to multi-task rather than focusing on a single issue
- Ability to communicate fluently, in speech and on paper, in at least the two working languages of ICA, and in particular capable of writing a minute in one of the two working languages
- Capacity to acquire quickly knowledge of the ICA network and past precedents in organizational decision-making
- Awareness of the environment in which ICA operates and the world of archives

Strong commitment to the aims, objectives and values of ICA, especially professional solidarity and cultural diversity

Terms and Conditions

The successful candidate will be offered a Contract of Indeterminate Duration (CDI) under French law. The starting salary is likely to be around 2,900€ net per month, but more may be available for an exceptionally qualified candidate.

Applications, comprising a CV and letter of motivation, should be sent direct to David Leitch, ICA Secretary General (leitch@ica.org) by 20 April at the latest. Interviews are likely to take place in the first half of May.