

5.2.2022

Call for Expressions of Interest: SRP Finance & Administration Coordinator and Board Secretary/Support

Location: the position is either home based in Germany or working from SRP's office accommodation in Bonn. The post holder will liaise (in person if needed) with SRP's bank, regulators and other authorities in Bonn to ensure and facilitate legal and regulatory compliance and manage the organization's accounts in liaison with the SRP Tax Adviser.

Terms: this position is expected to begin at 50% FTE with a possibility of increasing over time. Salary will be commensurate with experience.

Overview/Background

The SRP is a global multi-stakeholder alliance comprising 93 institutional members from public, private, research, civil society and the financial sector. Originally co-convened by the International Rice Research Institute (IRRI), United Nations Environment Programme (UNEP) and Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) and private sector partners, SRP is now an independent member association, working together with partners to transform the global rice sector by improving smallholder livelihoods, reducing the social, environmental and climate footprint of rice production, and by offering the global rice market an assured supply of sustainably produced rice.

SRP's vision is to "Feed the world. Sustainably", transforming the global rice sector through an alliance that links research, production, policy making, trade and consumption. The vision articulates a new norm in rice, where the sector delivers healthy, high-quality, nutritious rice to consumers, helps farmers achieve better lives, and protects the environment.

The SRP was originally established in December 2011 and registered in Bonn, Germany in January 2020 as the Sustainable Rice Platform Association (SRP e.V.), an "eingetragener Verein" or registered member-based Association¹. Its Articles of Association² specify a public benefit purpose for the entity, which is non-commercial in nature. The association has been granted tax-exempt status by the German tax authorities.

Approximately 95% of the association's direct income (currently approx. €450,000 p.a.) derives from annual member dues, with minor revenues accruing from assurance and training activities. This direct income is currently supplemented through in-kind support from the German government and corporate partners. An increase in revenues is anticipated via grant funding from bilateral/multilateral donors supporting public sector development projects to upscale small farmer adoption of climate-smart, sustainable best practices in rice farming.

SRP e.V. is currently in the process of transitioning the administrative seat and essential functions from its current registration at the address of GIZ in Bonn, to become fully independent.

This position will report to SRP's Executive Director who, together with 6 staff members, is based in Bangkok, Thailand.

¹ Letter of Registration of SRP e.V. available [here](#)

² Articles of Association available [here](#)

Overview of the role

The role of the Finance and Administration Coordinator and Board Secretary has two distinct and interrelated components:

- **Finance and Administration Coordinator:** Providing finance and administrative support to the SRP Secretariat, ensuring that SRP accounts are accurately maintained and that staff and contractors are able to exercise their duties effectively and in compliance with German law.
- **Board Secretary/Support:** Either acting as or providing essential support to the Board Secretary. Supporting the SRP Board and Executive Director to ensure they can fulfil their respective roles and legal obligations, including meeting organization and reporting, the work of Board committees and other bodies established by, or reporting to, the SRP Board.

Principal roles and responsibilities

Finance and Administration Coordinator

- Support the Executive Director in production and maintenance of annual budgets and workplans
- Ensure accurate and timely financial reconciliation, including maintenance of computerised general ledger, cashbook, and cash flows
- Produce monthly financial reports for the Board
- Act as primary contact for SRP banking in Germany including physical execution of banking transactions as required
- Produce of accurate and timely financial reports for funding agencies and other organizations
- Implement monthly payroll control and administration
- Ensure timely payment of all statutory payments and submission of VAT/MwSt returns as needed.
- Administration of expense claims
- Ensure financial compliance under German association law and statutory reporting requirements
- Support development of funding proposals
- Support additional office management activities, liaising with the Executive Director and Secretariat Office Manager.
- Ensure SRP e.V. systems are compliant with donor eligibility requirements.
- Support and liaise with internal and external auditors on request.

Board Secretary/Support

- Organise and prepare agendas, workplans and papers for SRP governance meetings (Board meetings, General Assemblies, Board Committees) in consultation with the Chair and Executive Director. Such meetings might be held virtually or face-to-face.
- Record, distribute and maintain the minutes of all SRP governance meetings as required, including a record of all resolutions, decisions and pending action items.
- Act as the Board's main contact person for documentation and oversee timely dissemination to Board and membership as provided in the Articles of Association.
- Ensure timely and transparent communication of Board & GA decisions and action items to relevant organisational stakeholders.
- Structure, organize and provide direction for Board member induction programmes, working in collaboration with the Executive Director.

- Support the Executive Director in overseeing implementation of action items arising from Board and General Assembly meetings.
- Maintain complete sets of Board and General Assembly documentation (either at the SRP Office or virtually as appropriate), including Articles of Association, Rules of Procedure and Bylaws, and prepare/maintain definitive German-language translations of statutory documents, including registers of association members, Board members, Special representatives and Secretary, including notifications and contract documents.
Act as the main contact point for the local registry of associations and all German statutory bodies and D&O Insurance Provider, to ensure and monitor ongoing compliance with statutory procedures and requirements including election procedures, document compilation and sharing, and providing counsel to Board members on potential liability risks.
- Support the Board, Executive Director and Governance & Risk Committee in developing and implementing good governance processes and organizational culture, including identifying and addressing governance risks and implementation of the organizational Risk Policy.

The job holder will be expected to carry out other relevant duties from time to time as may be required.

Candidate profile

- Financial management/bookkeeping experience in Germany, including preparation of financial reports. Familiarity with accounting for not-for-profit associations would be an advantage)
- German resident (residency in Bonn would be an advantage)
- Familiarity with the German legislative environment (e.g. Civil Law, Tax Code, Association Law and Data Protection including GDPR)
- Experience in management of corporate Board meetings
- Experience in financial management of donor funding grants (e.g. bilateral/multilateral development agencies or foundations) including would be an advantage
- Discretion and a proven ability to manage confidential and sensitive information
- Strong computer literacy and communication skills, both written and verbal
- Strong administrative and organisational skills
- Fluency in German and English is essential.

Applications

Interested, motivated and qualified candidates should send an updated CV and cover letter to wyn.ellis@sustainablerice.com by 15 May 2022.