



**Appointment of the
Head of Finance and Administration**

1. The Executive Director presents his compliments and wishes to inform Members of the Organization that, after having undertaken the required procedures as stipulated in Rule 48 of the Rules of the International Coffee Organization, he has decided to promote Mr Sean Garden to the post of Head of Finance and Administration of the Organization. Mr Garden has been acting Head of Finance and Administration since the departure, at the end of March 2017, of the previous incumbent, Mr David Moorhouse and previously held the post of Finance and IT Officer.
2. A copy of Mr Garden's *curriculum vitae* is attached.

SEAN GARDEN

EMPLOYMENT

April 2006 – Current
Finance & IT Officer

International Coffee Organization

- Preparation of monthly and year end accounts, annual budgets and forecasts
- Payroll and Provident fund production
- Manage relationships with professional advisors, including bankers and auditors
- Facilitate communications with the FCO, lawyers and insurers
- Information Systems, network management and procurement of hardware & Software
- Act on behalf of Head of Finance & Administration in his absence
- Human resource administration
- Building and conference facilities management
- Health and safety management

Key Achievements

- Key role in the organising, planning and implementing the restructuring and refurbishment of the Organization's facilities including IT network and server upgrade within budget and on time
- Reduced IT budget expenditure in first year by 25% through restructuring of contracts. Extended the lifecycle of IT hardware from a three to five-year cycle, saving additional 15% per annum
- Alongside the Head of Finance and Administration, liaised with lawyers and management to bring about successful dispute resolution
- Consistently taken on responsibilities beyond normal duties and developed skills in HR policy

July 2003 – April 2006

Interim Management

Since July 2003 worked as an Interim Manager with the following companies:

Metris Therapeutics Ltd, RioTech Pharmaceuticals Ltd, Green Biologics Ltd, Gellatly Hankey (Red Sea) S.C.

The roles have included Financial Controller, Company Secretary and shareholder communication, Board Member, company Restructure and business plan development.

December 2001 – July 2003 Metris Therapeutics Ltd
Financial Controller

Additional responsibilities detailed below:

- Reporting directly to the Managing Director and Deputy Executive Chairman
- Treasury and tax management
- Company secretarial & shareholder communication
- Facilities management of operational site
- Information systems & technology services
- Health and safety management

Key Achievements

- Successfully achieved the disposal of the company facility and assets within the timeframe required to ensure sustainable cash reserves for the sale of the Company's intellectual property.
- Took responsibility for facility management as well as current responsibilities when the Facilities Manager resigned, making considerable savings for the organisation

June 1999 – December 2001 Metris Therapeutics Ltd
Finance Manager

- Preparation and control of annual and monthly accounts, PAYE, VAT and annual returns reporting directly to the Chief Financial Officer
- Coordination and implementation of company budgets
- Project financial modelling
- Audit Committee Secretary
- Administer group personal pension scheme
- Network Administrator
- Provide staff workshops on company software

August 1996 – June 1999 Gellatly Hankey International Limited
Finance Manager

- Preparation and control of annual and monthly financial, management and statutory accounts including analysis of monthly reports and accounts for associated overseas companies

- Control of all aspects of procurement, from pro forma request through to completion of Letter of Credit and CAD orders
- Setting up distributor agreements, direct liaison with manufacturers as well as prospecting for new commercial business

September 1993 – August 1996

Baldwin Industrial Limited

Accounts Administrator

- Preparation of monthly and annual accounts as well as cash flow
- Project analysis on group annual turnover of £25 million
- Investment due diligence
- Design and implementation of a spreadsheet accounting system
- Procurement of IT hardware, software and telecommunications equipment

QUALIFICATIONS

April 1993 University of Guelph, Canada

BA Economics & Business Management

The programme combined the analytical orientation of economics with the applied thrust of business courses and insights gained from the social sciences. All aspects of the following courses were covered:

- Micro/Macro Economics
- Financial and Management Accounting
- Equity Markets and Theory of Finance
- Marketing, Sales and Business Management
- Human Resources Management