



## Role description

<b>Title</b>	<b>Chair of Finance, Risk and Audit Committee (FRAC)</b>
<b>Duration</b>	Max term: 96 consecutive months
<b>Reporting to</b>	Board of Trustees
<b>Direct reports</b>	FRAC members
<b>Location</b>	Remote or UKCP office (York House, 221 Pentonville Road, London, N1 9UZ)

## Main purpose/aims of role

You will be a company director and charity trustee, ensuring that UKCP pursues its charitable objectives, complies with its governing documents and has financial stability.

By being an active member of the board and a financial spokesperson, you shall provide leadership and direction to the organisation in order to pursue UKCP's vision, mission and strategic direction.

You will help to embed good governance practices in everything UKCP, the trustees and officers, and staff undertake, abiding by the Nolan principles, the Trustees' code of conduct and ethical behaviours, as well as promoting diversity and inclusion.

You will command confidence and collaborate effectively when chairing Finance, Risk and Audit Committee (FRAC) meetings, overseeing the preparation of statutory accounts and financial performance.

## **Main duties and responsibilities of company director and charity trustee**

- Ensure that the organisation pursues its charitable objectives, as defined in the articles of association, by developing and agreeing a long-term strategy
- Ensure that the organisation complies with its governing documents (articles of association, by laws and standing orders), charity law, company law and other relevant legislation/regulations
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- Ensure that the organisation defines its goals and evaluates performance against agreed targets
- Safeguard the good name and values of the organisation
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensure the financial stability of the organisation
- Protect and manage the property of the charity and ensuring the proper investment of the charity's funds.

## **Main duties and responsibilities as a member of the Board of Trustees (unremunerated; four meetings a year)**

- Maintain an up-to-date knowledge of issues pertinent to UKCP and the Board's business
- Attend Board and other meetings and contribute expert ideas and know-how, listen to the debate, and collaborate with other members to reach consensus and decisions in the best interests of UKCP
- Declare any potential or perceived conflicts of interest, and be recused for the pertinent sections of the meeting
- Carry out actions as agreed by the Board
- As necessary, collaborate with Board members 'offline' in order to progress the work of the board satisfactorily.

**Chair of the Finance, Risk and Audit Committee  
(unremunerated; four meetings per year)**

- In liaison with staff and the executive, plan an annual cycle of meetings and arrangements
- Determine, in consultation with the executive, on the content of meeting agendas, the order in which items are taken and the amount of time to be devoted to each
- Ensure that the work of the committee is consistent with the constitutional documents and that issues of interest to the wider organisation are appropriately referred
- Ensure the Committee's business is conducted in an orderly fashion and to ensure that all trustees obtain a fair hearing
- Direct any person to be excluded from a meeting for any item of business, for example, on grounds of confidentiality or a conflict of interest
- Ensure that decisions represent the collective views of the committee; or when consensus cannot be reached, a question shall be decided by a majority of votes (the chair has a casting vote in the case of equality of votes)
- Ensure decisions taken by the committee are clear and unambiguous, and that responsibility for taking forward action points is properly allocated
- Monitor the implementation of agreements and action points from previous meetings
- Prepare a report from the Finance, Risk and Audit Committee to the Board of Trustees on a quarterly basis on activities and decisions, highlighting achievements and escalating risks and issues as appropriate
- Conduct periodic reviews on the effectiveness of the committee and implement improvements as necessary
- Support, on completion of the term of office, the incoming chair through the provision of advice and de-briefing.

**Other duties**

**(unremunerated; approximate time commitment: one day per month)**

- Meet with the chief executive and relevant staff to prepare for FRAC and Board meetings and discuss other financial matters

- Seek assurances that the financial resources of the organisation meet its present and future needs
- Advise on the financial implications of the organisation's strategic plans
- Keep the Board of Trustees informed about its financial duties and responsibilities, including the UKCP's free reserves position and target
- Oversee the preparation of budgets, management accounts and financial statements, and ensure processes are in place to ensure that the statutory accounts are disclosed in the form required by the Charity Commission and Companies House
- Ensure that the accounts are externally audited and any recommendations from the auditors are implemented; as financial spokesperson, make a formal presentation of the accounts and audit report to the Board of Trustees and members, drawing their attention to important points in a coherent and easily understandable way; liaise with the auditors on specific issues such as the management letter and related board representations
- In liaison with the communications team, act as financial spokesperson and draft external briefings for UKCP
- Ensure that processes are in place to ensure appropriate accounting procedures and controls are in place, including an appropriate reserves policy
- In relation to investments, ensure there are processes in place to check that there is no conflict between any investment held and the aims and objects of the charity, and monitor the organisation's investment activity ensuring it is consistent with the organisation's policies and legal responsibilities
- Sit on the Remuneration, Appointments and Performance Management Committee (RAPMC) as required.

**This is not an exhaustive list and you are required to be flexible in your approach to carrying out your duties which may change from time to time to reflect changes in UKCP's approach to a culture of continuous improvement.**

## **Person specification**

### **Expected qualities**

- An understanding of the wider talking therapies environment, regulatory frameworks and professional associations
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A commitment to UKCP and its charitable objectives
- Financial qualification (ACA/CIMA) or equivalent
- Strategic and analytical financial experience
- Board-level experience in the public, private or third sector
- Excellent communication and stakeholder engagement skills with experience of working in an influential role and the ability to explain financial information to a variety of audiences
- Demonstrates good, independent judgement; can also act with impartiality, fairness and respect confidences
- A willingness to speak their mind, with an ability to navigate complex and sensitive issues with tact, diplomacy and empathy
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Sufficient time to fulfil the demands of the role and a willingness to be available for advice and enquiries on an ad hoc basis
- No obvious conflicts of interest with pre-existing roles and activities
- Proficient with Microsoft Office suite and online/hybrid meetings
- Experience of effectively chairing meetings, encouraging input from a diverse range of backgrounds.

### **Desirable qualities**

- Experience of championing and advancing equality diversity and inclusion objectives

- Experience of managing 'volunteer' workforce

### **UKCP behaviours**

The post-holder will adhere to the following behaviours, which are based on the fundamental values on how everyone at UKCP works together:

- recognise each other's skills, experience and passion
- commit to engaging others positively and constructively
- accountable for the integrity of UKCP and the profession we represent
- take responsibility for our working culture
- lead by example.

### **Remuneration**

Unremunerated

Reasonable expenses can be claimed in accordance with the expenses policy

### **Expected time commitment**

Four Board meetings per year and one annual general meeting

Four FRAC meetings per year

Four RAPMC meetings per year

Other duties – approximately one day per month