

BNOS Finance Trustee

About the British Neuro-Oncology Society (BNOS)

The British Neuro-Oncology Society (BNOS) is the leading multi-professional organisation in the UK dedicated to promoting neuro-oncology research, education and patient centred care. Our membership is formed of neurosurgeons, paediatric and adult oncologists, clinical nurse specialists, radiotherapists, allied health professionals, neuro-scientists, neurologists, neuropathologists, neuroradiologists, neuropsychologists and neuropsychiatrists as well as representatives of patient and advocacy organisations.

Our activities include organising an annual scientific meeting to bring the neuro-oncology community together to network and hear about the latest developments in treatment and research, acting as a stakeholder in NICE and technology assessments, and ensuring BNOS has a voice in any new national/international clinical and/or funding initiatives.

www.bnos.org.uk

About the role:

We are seeking to complement the existing skills and knowledge and grow our Board by appointing a new trustee with knowledge and experience in financial management to become the designated Finance Trustee for BNOS.

You will support BNOS's Board of Trustees and Treasurer by assisting with budgeting and other near- and long-term financial planning and provide oversight of financial reporting. You will work closely with the other trustees to oversee our financial governance and compliance with our legal and regulatory obligations. You will provide the Board with the confidence and knowledge to better make strategic decisions.

Key responsibilities:

- Financial oversight
- Monitor the charity's financial health and ensure financial stability
- Budgeting and planning

- Develop and implement financial policies and procedures
- Ensure that the charity has robust and effective financial controls in place
- Ensure compliance with all relevant financial regulations and laws
- Work with the Treasurer to prepare and present financial reports to the Board of Trustees, and membership at the AGM

Trustee terms are initially for three years.

About you:

We welcome applicants from all backgrounds. We believe that having a Board of Trustees with a range of skills and backgrounds can help us to develop as an organisation.

As a trustee you will play a vital role in our work as we navigate an exciting phase of development as a relatively newly registered charity. You may have previous trustee experience or be considering such a role for the first time.

The skills and experience we need:

- Professional accounting qualification
- Experience with budgeting
- Experience in financial reporting to ensure transparency and informed decision-making
- An ability to communicate and explain financial information to fellow trustees and other stakeholders (e.g. BNOS Council)
- The capacity to grasp issues outside personal experience and communicate opinions and contribute to discussions around such issues
- Strong interpersonal skills and a commitment to diversity, equity and inclusion in the workplace
- The energy, time and commitment to fulfil the role
- The willingness to act in the best interests of the charity and comply with the Nolan Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honest and Leadership)
- **Desirable:** Experience with charity finance, especially at the level of a small charity

About the Board:

There are five trustees who are all medical professionals working in the field of neuro-oncology.

Our Board currently meets remotely twice a year, with our AGM and a third Trustee meeting in person at our Annual Conference which is held in various locations across the UK during June or July (London in 2025, Birmingham in 2026).

Board meetings tend to be held on a weekday during normal working hours and last approximately 1.5 hours. Board papers are circulated one week prior to each meeting to enable plenty of time to read through and ask questions prior to the meeting. The overall time commitment will be in the region of 10-15 hours per year, mostly concentrated around the three meetings, although some time will be needed during the preparation of our annual report and accounts which takes place in January/February.

The role is meant to be compatible with a full-time job and/or caring responsibilities, and we aim for trustee input to be as flexible and time-efficient as possible. We are open to new ideas to make our Board meetings accessible and reasonable for our members.

The role is unremunerated but reasonable expenses are paid in line with our Expenses Policy.

To apply:

You are invited to submit a CV (max. 3 pages) and covering letter (no more than 1 page of A4) outlining your relevant experience and why you would like to join BNOS as a trustee.

Send your application to laura@bnos.org.uk by 19th February 2025. Please use this email if you have any questions about the role.

We look forward to hearing from you.