



**Finance, Audit and Risk Committee Member
Candidate information pack**

Welcome

Thank you for your interest in joining our Finance, Audit and Risk Committee. Tackling the most pressing global challenges will require a diverse science workforce and ever-deepening interdisciplinary collaboration between scientists and society. As an interdisciplinary membership organisation connecting over 30 professional bodies from across science, and upholding the standards across our profession, the Science Council has a unique and valuable role to play in ensuring public trust and confidence in the scientific workforce and transparency in the process of science.

We are looking to appoint up to three new independent Committee members. As an independent member of the Finance, Audit and Risk Committee, you will play a key part in the governance and strategic direction of the Science Council, ensuring good financial and risk oversight and actively participating in decisions regarding the effective and efficient use of our resources to support our long-term financial stability, and help grow the Science Council into an increasingly respected and influential organisation.

There is an excellent governance culture at the Science Council, with a diverse mix of committed trustees and committee members, ably supported by the Science Council staff. This is your opportunity to join an ambitious and well-run organisation, and one that is looking to grow a vibrant and diverse professional body community, harnessing its collective expertise in the pursuit of professional excellence and public benefit.

This year we particularly want to hear from people with financial expertise. We also welcome interest from people who can provide new perspectives on the way we work and provide strategic leadership and direction to help us navigate the challenges facing the charity and the science community more broadly.

This information pack provides you with the information you need to determine your suitability for the role and will assist you in mapping your competencies with our requirements. The pack also provides details on the application process and contact details should you have any further queries. To ensure the upmost impartiality, independent members of the Finance, Audit and Risk Committee must not be employees or members of any of our [Member Organisations](#).

Whether you are looking to take on your first committee role or are an experienced committee member, if you have the time to commit to the role, we want to hear from you.

About us

Who are we?

The Science Council evolved nearly 25 years ago from an informal network of professional science bodies to a membership organisation of over 30 professional bodies and learned societies from across the scientific disciplines. We provide the quality assurance system for those working in science, setting the standards for professional registration for scientists and science technicians across all scientific disciplines. Through our Licensed Bodies we admit scientists and science technicians who meet our competence and conduct requirements and commit to Continuing Professional Development to our registers. Those scientists who reach the required standards are recognised by the following designations Chartered Scientist, Chartered Science Teacher, Registered Scientist, or Registered Science Technician.

Our Purpose

Our purpose is to strengthen the collective impact of the science community for public benefit. We do this by connecting the science professions to foster knowledge exchange and, through our professional registers, offer interdisciplinary recognition for scientists across the world. Through our collective drive to uphold interdisciplinary standards we inspire and empower the science workforce to strive towards professional excellence. Our ambition is to see a diverse and growing science profession that is trusted, respected and is equipped to deliver national ambitions

Our values and guiding principles

We are **Inclusive** of all disciplines of science and all types of scientists, including science technicians and science teachers

We are **Informed** by evidence and research and by different perspectives.

We are **Positive** and balanced in our promotion of the contribution of scientists and science technicians to society and of our members, registrants and the science workforce as a whole.

We are **Collaborative** in our approach to debate and discussion and in our attitude to conversation in

CSci
Chartered
Scientist

CSciTeach
Chartered
Science Teacher

RSci
Registered
Scientist

RSciTech
Registered
Science Technician

Strategy 2022-2025

As a charity, the Science Council is committed to delivering public benefit by advancing the profession of science and the profile of the scientific workforce. Building on the foundations of our previous strategy, our current strategy sets out the vision and direction of the Science Council for the period 2022-2025 to deliver that benefit, focusing on four core objectives.

1. Registration & Licensing: maintaining and improving professionalism in the science workforce through professional registration.
2. Membership & Community: bringing our members together to facilitate knowledge exchange and identify areas of common interest.
3. Policy & Influence: developing our role as a collective voice for our diverse membership on issues that impact the sector.
4. Equity, Diversity and Inclusion: supporting Members to share good practice and learn from one another.

Further information, including the **Science Council's Strategic Plan 2022-2025** and the latest **Trustees' Annual Report and Financial Statements** are available on the Science Council's website www.sciencecouncil.org.

Over the course of 2024, we will be developing our next strategy, with a focus on growth. We expect to launch in the first half of 2025

Challenges for 2025 and beyond

Our long-term financial sustainability will be a live issue for the Board over the next 12 months. As ever, we are committed to upholding professional standards in science and, together with our Member Organisations, continue to promote the importance of registration and speak widely of its purpose and value. We know that reversing the long-term trend in declining registrant numbers, attracting and retaining Member Organisations and diversifying income streams are key to our financial health and sustainability.

We will continue to focus on delivering activities that add value for Member Organisations, registrants and the wider science community, and investing in activities that promote the value of registration and further our charitable objects. We continue to think creatively about how we market our registers and generate new income streams to support the financial viability of the charity. The Finance, Audit and Risk Committee will continue to play an important role in helping to shape our strategic plans, ensuring that our financial resources and operational resilience meet the present and future needs of the science community and beyond.

Member of the Finance, Audit and Risk Committee

The independent members' role is to fully participate in the discharge of all Committee functions, as set out in the Committee's [terms of reference](#), including attending meetings. In discharging these responsibilities, independent members will be expected to foster an effective working relationship with the Chair, other Committee members and the executive.

Key duties and responsibilities

Independent members will support the Chair in promoting a Committee culture characterised by:

- The willingness to use their efforts in carrying out their duties as a member of the Committee.
- An insistence on the highest level of integrity, accountability and honesty in the actions of the Committee.
- Respect and trust among the Committee members, management and the external auditor, while maintaining a healthy scepticism and questioning nature.
- The candid and timely sharing of information among Committee members, management and the external auditor.
- Acceptance by all Committee members of the right of every member to hold and express a dissenting opinion.
- A commitment to best governance practices.

Person Specification

Essential

- Financial expertise demonstrated by a relevant qualification and/or membership of a Chartered Accountancy Body or relevant experience in a financial or risk management role.
- The ability to understand complex issues and the importance of accountability and probity in the charitable sector.
- An understanding of the context in which the Science Council works (and a willingness to learn more).
- A strong environmental and strategic awareness and ability to identify emerging external factors that may impact on financial and strategic plans.
- The ability to demonstrate an understanding of charities' legal duties, liabilities and responsibilities.
- The ability to work well as part of a diverse team.

- Good communicator with excellent interpersonal skills, objective and independent and able to challenge supportively.
- Able and willing to devote the necessary time to the role.

Other desirable requirements

- A commitment to Nolan's seven principles of public life, selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Experience of working within the professional body, membership or regulatory sectors.
- Experience of charity audit and risk management frameworks.

Term of office

This is a role for a period of three years, with the potential for renewal for up to a further three years.

Time commitment

The role requires a commitment of approximately 4-5 full days per annum. The Science Council's financial year runs from 1st January to 31st December and meetings coincide with key dates in our financial reporting cycle. Committee meetings are normally held quarterly for 2.5 hours, two of which are held in person in central London. In addition to formal meetings, you will need to dedicate time to read papers in advance of meetings. Informal meetings with Committee members may be held as required by the Chair of the Committee and/or Chief Executive. These will be held online or by electronic communication.

Location

Our offices are located near Old Street in London, but we now offer a fully flexible and hybrid working culture. We hold half of our Committee meetings online. Where meetings are held face to face, these will be in central London. We require Committee members to be UK-based so that they can attend in-person meetings at short notice.

Remuneration

The role is a voluntary non-executive role and you will be compensated for reasonable expenses incurred in the performance of your role, so please do not exclude yourself from consideration by virtue of where you live and work.

How to apply

Prior to making an application we invite you to have a discussion with us about the role. Please contact the Governance and Corporate Services Manager, Oliver O'Hanlon (o.ohanlon@sciencecouncil.org). If you do wish to apply, please visit our [application website](#) where you will be asked to provide an up to date CV (which should be no more than 2 pages in length) and covering letter (which should be no more than 2 pages in length) outlining your suitability for the role. Please note that we will not consider applications that do not include a CV and covering letter. Please also provide details of two referees that we may contact (we will not contact your referees without your prior consent).

The application deadline is **midnight Monday 30th September**.

Following the deadline, applicants will be shortlisted, with interviews held online on Thursday 17th October. As soon as possible, please let us know of any dates and times that you are unavailable for interview that day.

The Board of Trustees will make an appointment in December. Successful candidates will start their term in office immediately.

In advance of commencing the role, there will be opportunities for the successful candidate to engage with other Committee members and key staff and orientate themselves to the Science Council before taking up the position.

Equality of opportunity

The Science Council is strongly committed to equality of opportunity in the provision of its recruitment, selection and employment procedures.

Monitoring is recommended by the Codes of Practice for the elimination of discrimination. In order to monitor this policy, we request that applicants complete an Equal Opportunities Form (which can be found on the application page), which will be used for this purpose and **will form no part of the selection and interview process.**

Applicants must satisfy statutory requirements as they pertain to becoming a trustee. This includes anyone who has an unspent conviction for:

- an offence involving dishonesty or deception.
- specified terrorism offences or being a designated person (under specific anti-terrorist legislation).
- a specified money laundering offence.
- contravening a Charity Commission Order or Direction.
- offences of misconduct in public office, perjury, or perverting the course of justice.

Automatic disqualification rules also apply to people who are:

- currently declared bankrupt (or subject to bankruptcy restrictions or an interim order) or have an individual voluntary agreement (IVA) with creditors.
- on the sex offenders' register
- disqualified from being a company director
- removed from a trustee role by either the Charity Commission or the High Court due to misconduct and/ or mismanagement.

ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

END OF THE RECRUITMENT PACK