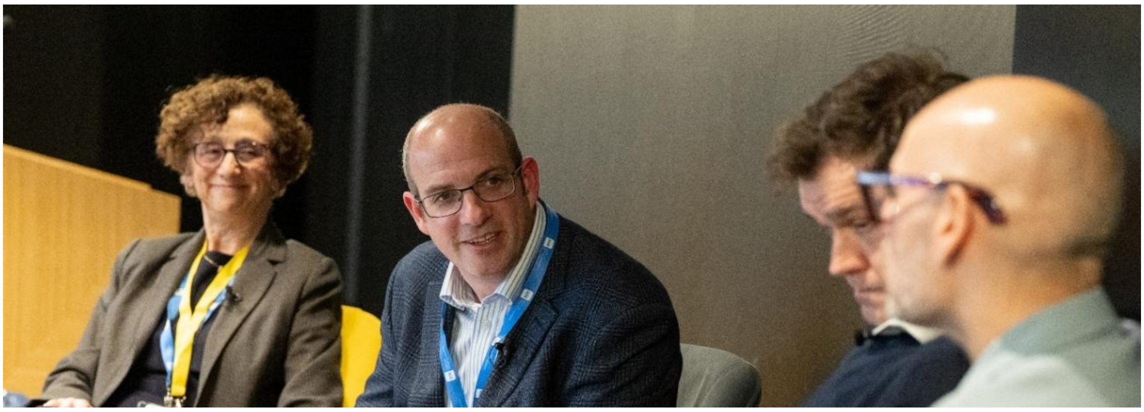
Candidate pack

Treasurer and Trustee

Social Care Institute for Excellence

About SCIE



The Social Care Institute for Excellence (SCIE) is an independent social care charity with deep experience of bringing partners and people with lived experience together to collaborate and innovate to improve people's lives (e.g. national government, DHSC, local authorities, care providers, academics, foundations).

Working across social care, health and related services such as housing, for adults, children and families, we contribute to the development and implementation of better care, support and safeguarding at local and national level.

As we are not-for-profit, our income goes towards improving social care. We deliver four main offers, across all of which we support the DHSC annually:

- SCIE Consultancy – working with local and national organisations to identify and implement improvements
- SCIE Insights – research, evidence and policy insights to drive improvements and innovation, and influence national policy and practice
- SCIE Training – bespoke online or face-to-face learning and development, including safeguarding, co-production and strengths-based approaches
- SCIE Resources – guidance and tools to support best practice, co-production and innovation.

Co-production with people with lived experience of social care underpins and informs what we do. With 25 years' experience we bring a wealth of trusted, evidence-based expertise to work together to help transform care.

Our future success depends on maintaining a resilient funding model and continuing to develop high-impact commercial and commissioned work alongside government-funded programmes. The Treasurer will play an important role in helping the Board assess opportunities, manage risk and protect SCIE's long-term sustainability.

Dear Candidate,

Thank you for your interest in joining SCIE's Board as Treasurer at an important point in our development.

SCIE is an independent social care charity. We collaborate and innovate with people with lived experience and partners across social care, health and related services so that adults, children and families can receive better care, support and safeguarding.

Co-production underpins our work: we bring together people who draw on care and support, practitioners, policymakers, commissioners, researchers and communities to shape better policy, practice and outcomes.

We are seeking a finance professional, ideally a fully qualified accountant who can help the Board oversee SCIE's financial health, controls, risk and long-term sustainability. You will combine strategic judgement with constructive challenge and a collaborative, inclusive approach.

Previous trustee or Treasurer experience is not essential. We welcome applications from people of all backgrounds and particularly encourage candidates from communities currently under-represented in senior leadership and board roles, as well as people with lived experience of drawing on or providing care and support.

If you share our commitment to improving social care and believe your expertise can help SCIE deliver sustainable impact, we would be delighted to hear from you.

Warm wishes,

Glenys Thornton and the SCIE Board of Trustees

Role at a glance

Role	Treasurer and Trustee
Purpose	Provide strategic financial leadership and help the Board fulfil its collective governance responsibilities.
Committee role	Chair of the Audit and Risk Committee.
Qualification	Fully qualified accountant with a recognised professional accountancy body and current membership in good standing of the relevant professional body – highly desirable
Commitment	Approximately one day per month, including preparation, meetings and occasional engagement between meetings.
Location	Hybrid, with online and in-person meetings; two meetings a year are expected to take place in London.
Term	Initial three-year term, renewable once subject to review and SCIE's governing document.
Remuneration	Unpaid; reasonable expenses reimbursed.

Our purpose and values

Purpose: We collaborate and innovate in social care to improve lives.

- **Progressive:** always learning and developing.
- **Inclusive:** working together for equality, diversity and fairness.
- **Credible:** evidence-based, robust and reliable.
- **Transparent:** open and honest.
- **Committed:** focused on making a difference to people's lives.

Recent impact

- **Consultancy:** supported digital improvement and transformation work with a local authority, generating substantial recurring efficiencies and releasing frontline capacity.
- **Training:** delivered organisation-wide strengths-based leadership development in response to identified improvement priorities.
- **Insights:** developed the Care Equity Evidence Hub, bringing together research, data and practice evidence to address inequities in social care.
- **Resources:** co-produced practical guidance on applying the Mental Capacity Act when a person with cognitive impairment requires emergency healthcare.

Role description

Role title: Treasurer and Trustee

Key relationships: Chair and members of the Board of Trustees; members of the Audit and Risk Committee; Chief Executive; Executive Leadership Team; Head of Finance, Governance Manager and external auditors

Role purpose

The Treasurer is a trustee with a specific leadership role in helping the Board fulfil its collective financial responsibilities and will chair the Audit and Risk Committee. Working with the Chair, Chief Executive and Director of People, Finance and Corporate Resources, the Treasurer provides strategic financial insight, constructive challenge and assurance on SCIE's financial health, controls, audit, risk and long-term sustainability. The Treasurer does not manage day-to-day finance; accountability for decisions remains with the Board collectively, while operational delivery rests with the executive team.

As a member of the Board, the Treasurer shares responsibility for SCIE's strategy, governance and stewardship. They will act in SCIE's best interests, exercise independent judgement, review proposals critically and objectively, and support and challenge the executive team in a constructive, inclusive and proportionate way.

Treasurer-specific responsibilities

- Chair the Audit and Risk Committee, setting its agenda with relevant colleagues, leading effective scrutiny and reporting its findings and recommendations clearly to the Board.
- Review and advise the Board on budgets, forecasts, management accounts, cash flow and annual statutory financial statements.
- Seek assurance that appropriate accounting records, financial controls, delegations and procedures are in place and operating effectively.
- Monitor financial performance, resilience and viability, highlighting material issues and emerging risks to the Board.
- Advise on the financial implications of SCIE's strategy, business plans, major investments and significant commitments.
- Support the development and regular review of financial policies, including reserves, investment, cost management and risk.
- Maintain regular, constructive liaison with the Chief Executive and senior finance lead while respecting the distinction between governance and operational management.
- Lead the Board's relationship with external auditors, including their appointment and review, as appropriate.

- Seek assurance that statutory accounts, returns and disclosures are accurate, timely and compliant with relevant charity and company requirements.
- Help trustees understand financial information and their collective financial responsibilities.
- Provide clear financial reports and recommendations to the Board, escalating concerns promptly.

Responsibilities as a trustee

- Contribute actively to setting SCIE's strategy, policies, objectives and measures of success, and evaluate performance against them.
- Use your skills, knowledge, experience and perspective to support sound, evidence-based Board decisions.
- Provide constructive challenge and support to the Chief Executive and Executive Leadership Team.
- Act in SCIE's best interests, uphold its governing document and values, and support compliance with relevant legal and regulatory duties having regard to the Charity Governance Code and recognised standards of good governance.
- Prepare thoroughly for meetings, participate actively and maintain appropriate confidentiality.
- Identify and declare conflicts of interest, and uphold high standards of integrity, accountability and transparency.
- Champion equity, diversity and inclusion, including meaningful involvement of people with lived experience.
- Act as an informed and authentic ambassador for SCIE and its work.
- Contribute to oversight of strategic and emerging risks and the effectiveness of mitigations.

Person specification

Essential criteria

- Senior-level financial expertise and accountability gained in a commercial, public, charitable or not-for-profit environment, with the ability to interpret complex financial information and explain it clearly.
- Experience of budgets, management accounts, annual reporting, financial controls, audit or independent examination, risk management and longer-term financial planning.
- Strategic judgement and the confidence to offer constructive challenge while working collaboratively with trustees and senior leaders.
- A sound understanding of good governance and the collective legal and fiduciary responsibilities of charity trustees, or a clear commitment to develop this knowledge promptly.
- Strong communication, influencing and relationship-building skills across a range of backgrounds and perspectives, including people who draw on social care.
- Commitment to SCIE's purpose, co-production, equity, diversity and inclusion, and the Nolan Principles of Public Life.
- Ability to devote the time required to prepare for and participate fully in Board and relevant committee activity.

Desirable criteria

- A full accountancy qualification with a recognised professional accountancy body and current membership in good standing of the relevant professional body is highly desirable.
- Knowledge of charity finance, the Charities Statement of Recommended Practice, reserves and restricted funds.
- Experience as a trustee, non-executive director, committee member or adviser in a governance setting.
- Understanding of social care, health, public services, consultancy or organisations with mixed commercial and grant-funded income.
- Lived experience of drawing on or providing care and support.

We actively welcome applications from people of all backgrounds, particularly those from communities currently under-represented in senior leadership and board roles and people with lived experience of social care. Previous trustee or Treasurer experience is not essential; an appropriate induction and ongoing support will be provided.

Terms of appointment

Remuneration and expenses

This is an unpaid voluntary role. Reasonable expenses incurred in carrying out trustee duties will be reimbursed in line with SCIE's expenses policy.

Time commitment and location

Approximately one day per month on average, including preparation, Board meetings, chairing the Audit and Risk Committee, and occasional engagement between meetings. Meetings are held online and in person, with two meetings a year expected to take place in London. Some national travel may be required.

Term of appointment

The appointment is for an initial three-year term and may be renewed for one further term, subject to SCIE's governing document, Board review and mutual agreement.

Induction and support

The successful candidate will receive a structured induction, including meetings with the Chair, Chief Executive, Director of People, Finance and Corporate Resources and relevant colleagues; access to key governance, financial and strategic information; and ongoing learning and development support.

Eligibility and checks

Appointment is subject to satisfactory references, verification of the required professional qualification and membership, confirmation that the candidate is eligible and willing to act as a charity trustee, and any other checks appropriate to the role. Trustees must comply with SCIE's Code of Conduct and policies, including those relating to safeguarding, confidentiality and conflicts of interest.

How to apply

To apply, please send the following documents to SCIEGovernance@scie.org.uk by the closing date shown below:

- Your CV, limited to three pages.

- A covering letter, no more than two pages, explaining your motivation and giving evidence of how you meet the essential criteria.
- The names and contact details of two referees. References will normally be taken up only for the preferred candidate and with prior agreement.

If you require reasonable adjustments at any stage of the recruitment process, or identify barriers in this pack, please contact us so that we can support your participation.

We also invite applicants to complete our equality and diversity monitoring form Candidate Diversity Survey 2026-27 The information is used for monitoring purposes only, is kept separate from the application and does not form part of the selection process.

Selection process: Applications will be assessed against the published criteria. Shortlisted candidates will be invited to a structured interview with representatives of the Board. We will explain any additional assessment activity in advance.

Recruitment timetable

Closing date: close of business 23 October 2026.

Shortlisting: 26 October 2026.

Interviews: 30 October 2026.