

# SUPPORTING THE WORK OF OUR UNION



## OPPORTUNITIES TO SERVE - FINANCE & AUDIT COMMITTEE

THE BAPTIST UNION OF GREAT BRITAIN

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## Committee member, Finance & Audit Committee

### BACKGROUND

The Finance & Audit Committee takes delegated responsibility on behalf of the BUGB trustee board for ensuring that there is a framework for accountability; for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management; and for ensuring the charity is complying with all aspects of the law, relevant regulations and good practice.

### ROLE PURPOSE

The role of the Finance & Audit Committee is:

- To advise the BUGB trustee board on financial policy, including setting financial plans and budgets;
- To ensure that regular audits are carried out in the following areas: legal, risk, investments and insurance, and to contribute to these reviews;
- To monitor external audit reviews and to advise the board of trustees accordingly.
- To keep under review the BUGB risk management plan and in particular the highest risks also ensuring BUGB has adequate internal financial controls and risk management systems.;
- To oversee the insurance policies held by BUGB and related entities to ensure they remain appropriate to the needs to the organisation.
- To ensure BUGB adheres to legal and regulatory requirements
- To consider any action needed following external or internal audit reviews and to advise the trustee board on any additional or alternative steps to be taken;
- To recommend the appointment of investment managers, agree terms of appointment, set the Statement of Investment Principles and ensure the BUGB ethical investment policy is applied, and monitor performance. ;
- To oversee the management of property held as fixed assets, including agreeing purchases and sales;
- To oversee the treasury management including banks used and counterparty limits and setting of interest rates for the Baptist Union deposit scheme and loan fund.
- To advise the BUGB Trustee Board on matters relating to pensions
- To provide minutes of all Finance & Audit Committee meetings for review at meetings of the Trustee Board,

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## SKILLS AND STYLE

We are looking for a new Committee member with appropriate financial qualification or experience or other experience relevant to the committee. Ideally you will have some previous experience of committee work. We particularly value skills, experience and qualifications in an area which complements those of other members of the Committee.

Experience of audit in a charitable organisation would be very helpful, as would an awareness of the governance and financial management requirements for charities.

## TIME COMMITMENT

The Finance & Audit Committee meets three times each year, (currently these meetings take place online) and you would be expected to attend these meetings, with additional time to review financial statements and reports. Committee membership is for a three-year term but can be extended into further three-year terms.

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## Next steps

### EXPRESSING YOUR INTEREST

If you would like to express your interest in this role, please send a letter outlining your interest by email to Rachel Stone, the Union's HR and Safeguarding Team Leader, who will be coordinating the appointment process. Electronic responses will make it easier for us to share information amongst those involved in the discernment process.

We would be particularly keen to understand:

- Your current situation and employment and/or ministry roles
- Your involvement to date in the wider life of the Union
- Why you feel that a particular role might be part of your future ministry and service

We would encourage you to discuss the role with Christian leaders you know and trust, and to ask for prayer as you consider whether or not to express your interest.

If you would find it helpful to speak to someone in more detail before deciding whether to express an interest, please contact Rachel Stone on the number below, and she will be able to put you in contact with existing committee members.

We would be grateful to receive all expressions of interest by Friday 19 March 2021

**Contact details: [opportunities@baptist.org.uk](mailto:opportunities@baptist.org.uk)**

**Telephone: 01235 517730**

### DISCERNMENT AND DECISION

Applications received will be reviewed with a view to discerning a shortlist of suitable candidates. These will be invited to have a conversation with John Levick, the Treasurer of the Baptist Union and Richard Wilson, the Support Services Team Leader, Candidates may also be given the opportunity to attend the committee meeting scheduled for 21 April 2021 so that they can see the work of the committee. Following this process any recommended appointments will be made by the BUGB Trustee Board meeting on 5 May 2021.

### INDUCTION

Recognising the complex nature of our Union and the need for good support as individuals take up their roles, a full induction programme will be put in place to make sure that new appointees have good background information and understanding before the new appointments begin.

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