



## **Chair, Finance and risk committee Association of Charitable Foundations**

### **Role overview**

ACF is seeking to co-opt someone to join our trustee board as the chair of our finance and risk committee. In your role as chair of this committee you will provide strategic oversight, leadership and guidance in financial and risk management matters.

This is a fantastic opportunity for someone with a background in finance and risk management to join a diverse and thoughtful board which plays a central role in the foundation sector.

ACF has an experienced and competent finance team and you will not be required to directly perform operational tasks. Most of our meetings take place on-line, with three meetings a year taking place in person.

### **About ACF**

The Association of Charitable Foundations (ACF) is the leading membership association for the UK's foundations and grant-making charities with over 450 members.

Our purpose is to strengthen foundations to rise to the challenges of our times. Our vision for our sector is one of diverse, vibrant and effective foundations, working together for social and/or environmental good. We do this by providing policy and advocacy, research and information, and a wide-ranging programme of events and learning. Our 450 members collectively hold assets of around £50bn and give over £2.5bn annually to a diverse range of causes, organisations and people: from community groups, charities and social enterprises to museums, hospitals and schools.

This is an exciting time to join ACF as we implement our new [strategy](#). Over the next five years we will support foundations to aspire to and achieve excellent practice; advance diversity, equity and inclusion for our sector and for ACF; strengthen connections across and beyond our sector; and sustain a landscape where foundations can thrive. This represents an ambitious programme of change for our organisation and an opportunity for you to make a real difference.

## **Responsibilities of the chair of the finance and risk committee**

**Leadership and strategic oversight:** lead the finance and risk committee in agreeing the strategic direction for financial management and risk oversight in alignment with ACF's purpose and strategy

**Committee leadership:** Chair committee meetings, fostering productive discussions and ensuring that all participants have an opportunity to speak and contribute to the discussions.

**Stakeholder communication:** Make recommendations to the board of trustees on behalf of the committee, ensuring the board has the necessary information to make informed decisions and that updates are provided as needed on financial and risk related matters. Giving an overview on ACF's financial situation to members at our AGM.

**Annual audit:** Facilitating communication between the board, committee, finance team and external auditors during the annual audit process, and ensuring timely completion of the audit and implementation of its recommendations by the executive

**Governance adherence:** Ensure the committee operates within its established mandate and complies with good governance practice

NB: ACF's governance documents formally refer to this role as 'Treasurer', but the responsibilities associated with this position are exactly as set out above.

## **Person specification – skills and experience**

**Experience:** A background in finance, accounting, risk management or a related field

**Communication:** Good verbal and written communication skills with the ability to convey financial information to non-financial stakeholders clearly and effectively, and to lead a discussion enabling all to contribute

**Governance:** An appreciation of the distinct roles and responsibilities of trustees and staff in charities

**Time commitment:** Availability to chair committee meetings during the working day, lead discussions, and engage in necessary preparation and follow-up activities

## **Practical details**

**Remuneration:** This role is not accompanied by any financial remuneration, although reasonable out of pocket expenses eg for travel or child care may be claimed

**Location:** ACF is located in London

**Time commitment:** Availability to attend committee meetings during the working day as well as dedicating time for preparation and follow up activities.

ACF's board meets four times a year, as does the finance and risk committee. Currently 3 of those 8 meetings take place in person, with the rest online. Meetings usually last for up to 2 hours, with one of the four board meetings being an awayday, usually from 10am-4pm.

The Officers Group (Chair of ACF, Vice Chair and Chair-finance and risk committee) also meets in advance of each board meeting to review the agenda. This is done online and takes up to one hour.

**Length of term:** 3 years per term, with a maximum of 2 terms

**Eligibility:** In order to be eligible to serve as a trustee, you must have a current association (eg trustee, staff member) with a foundation that is a member of ACF

**Reporting to:** Board of Trustees

## **How to apply**

The closing date for applications is **9am on Thursday 23 November** using the BeApplied platform. Please click on the following link, where you will be asked to upload your cv and to answer the following questions in no more than 250 words:

1. What is your motivation to chair ACF's finance and risk committee and what attracts you to the role specifically?
2. From what you know about the opportunity, what skills and experience would you bring that will enable you to be successful in this role?

Interviews for shortlisted candidates will take place **virtually** using **zoom** on 4 December 2023.

If you would like to know more, or to discuss this opportunity, in the first instance please contact our Chief Executive, Carol Mack at [carol@acf.org.uk](mailto:carol@acf.org.uk).

**There is also an optional online drop-in session for those interested in learning more about this role, which will be held on 14 November from 1-2pm. Please register via the ACF website if you would like to attend.**