

## Finance & Risk Committee Lay Member with financial expertise - job description and person specification

### ROLE DESCRIPTION

|   |   |
|---|---|
| <b>ISUOG</b>                              | <p>The International Society of Ultrasound in Obstetrics and Gynecology (ISUOG) is a highly respected charitable, professional membership organisation across 140 countries, comprised primarily of clinicians who are ultrasound experts in the field of obstetrics and gynecology. The Society includes obstetricians and gynecologists, trainees, medical doctors, scientists, sonographers, midwives and other health professionals who work to advance women's health and well-being globally. Our mission is to improve women's health through the provision, advancement and dissemination of the highest quality education, standards and research information around ultrasound in obstetrics and gynecology. This is achieved through education and training, programmatic initiatives and advocacy.</p>  |
| <b>Purpose / Summary of the Committee</b> | <p>The ISUOG Finance &amp; Risk Committee exists to oversee and support the management of ISUOG's finances, financial reporting, audit, risk and reserves management. The Committee consists of 5-7 members, including the Treasurer, President, President-Elect, Honorary Secretary, the Treasurer-Elect (where applicable) and at least one additional member from the membership at large. The Committee wishes to co-opt an independent person (lay member with financial expertise) with the appropriate accounting qualifications, expertise and experience to be able to provide advice and recommendations to Committee members when needed, in line with the responsibilities of the Committee.</p>  |
| <b>Responsibilities</b>                   | <p>To ensure that ISUOG's management actions relating to finance, accounting and audit, including Trustee reports and any other reporting to Companies House and the Charity Commission, are based on fully informed decisions.</p> <p>To work with the Senior Finance Manager and CEO to review and evaluate financial matters relating to the Society on an ongoing basis and specifically as a committee to:</p> <ul style="list-style-type: none"> <li>• Review the management accounts, budget and year end forecast and question management on them.</li> <li>• Review and monitor the Society's risk appetite and ensure appropriate mitigation strategies are in place for key risks</li> <li>• Review Risk Policy for the financial statements.</li> <li>• Review the Society's reserves regularly, evaluate the need for and advise the Board on the investment of the charity's assets in line with the agreed reserves policy.</li> <li>• Periodically review the appropriateness of the Society's accounting, investment, reserves policies and delegated powers. Recommend changes to Trustees.</li> <li>• Oversee and review the preparation of the Society's trustees' annual report and financial statements, and recommend approval to the Board of Trustees</li> <li>• Keep up to date with charity governance, finance and other regulatory requirements.</li> <li>• Oversee the Society's financial control environment, to ensure ISUOG income and assets are appropriately managed in line with good practice.</li> <li>• Assess and sign off the annual budgets and oversee financial management, via the periodic management accounts and ad hoc reports from management.</li> </ul> <p>The Committee acts as Trustee liaison with the auditor to understand any management issues or problems and to consider in particular:</p> <ul style="list-style-type: none"> <li>• the risks to which the Society is exposed</li> <li>• the accounting and reserves policies</li> <li>• the Trustee reports</li> </ul> <p>The Committee must consider and take into account decisions reached by the Board of Trustees and its committees in assessing the issues to present a summary analysis of decisions required to the Trustees (who retains final responsibility for production of the statutory financial statements and their content).</p> |
| <b>Responsibilities of the co-opted</b>   | <ul style="list-style-type: none"> <li>• Using your expertise, skills and experience and drawing on your business and commercial knowledge,</li> </ul>  |

|                                     |  |
|-------------------------------------|--|
| <b>member (independent advisor)</b> | <ul style="list-style-type: none"> <li>• Provide advice and recommendations to the Committee when required</li> <li>• Provide advice and guidance to the Senior Finance Manager when required</li> <li>• Attend Committee meetings at least three times per year (these meetings may be held in a virtual format (via Zoom) or in person at ISUOG's offices in London, W10)</li> <li>• Review all Committee papers and assist the Committee in meeting its responsibilities as outlined above</li> <li>• Keep up to date with charity finance issues, including changes to the charities SORP, accounting or regulatory issues, developments in VAT rules and other finance, governance or investment developments and assist the Senior Finance Manager-in advising the Committee accordingly.</li> </ul> |
| <b>Terms of appointment</b>         | <ul style="list-style-type: none"> <li>• The term of the co-opted member lasts for three years, renewable once.</li> <li>• The procedure for selection of the co-opted member (independent advisor) is by way of recommendation from the Treasurer to the Nominations Committee, following a fair and transparent selection process via external advertisement, submission of CV and cover letter, and an interview process.</li> <li>• This position is voluntary and not remunerated.</li> </ul>   |

## PERSON SPECIFICATION

| Attributes                           | Essential   | Desirable   |
|--------------------------------------|---|---|
| <b>Qualifications</b>                | <ul style="list-style-type: none"> <li>▪ Appropriate accounting qualifications</li> <li>▪ <b>CCAB</b></li> </ul>  | <ul style="list-style-type: none"> <li>▪ Further business qualification</li> <li>▪ Charity Finance qualification</li> </ul> |
| <b>Experience</b>                    | <ul style="list-style-type: none"> <li>▪ Demonstrated ability to contribute and enhance financial performance and management</li> <li>▪ Experience of working effectively within a committee or governance setting</li> <li>▪ Strong financial, commercial, or audit experience</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Experience working with non-profit or charitable organisations</li> </ul>          |
| <b>Knowledge &amp; Skills</b>        | <u>Financial Expertise</u> <ul style="list-style-type: none"> <li>▪ Financial reporting, (including Charities SORP)</li> <li>▪ Strategic financial planning</li> </ul> <u>Governance &amp; Regulation</u> <ul style="list-style-type: none"> <li>▪ UK charity regulation</li> <li>▪ Trustee responsibilities</li> </ul> <u>Risk &amp; Investment</u> <ul style="list-style-type: none"> <li>▪ Risk management frameworks</li> <li>▪ Investment and reserves policy</li> </ul> | <ul style="list-style-type: none"> <li>▪ Investment management experience</li> <li>▪ Charity reserves policy</li> </ul>     |
| <b>Personal Qualities</b>            | <ul style="list-style-type: none"> <li>▪ Tactful and diplomatic</li> <li>▪ Demonstrates empathy, integrity and teamwork</li> <li>▪ Personable and approachable</li> <li>▪ Collaborative, willing to share advice and experience</li> <li>▪ Willing to be available to staff for ad hoc queries</li> </ul>   |   |
| <b>Motivation &amp; Expectations</b> | <ul style="list-style-type: none"> <li>▪ Strong interest in supporting ISUOG's mission</li> <li>▪ Commitment to high standards of governance and accountability</li> <li>▪ Desire to contribute</li> </ul>  |   |

|  |  |  |
|--|--|--|
|  | ▪ Awareness of and interest in issues in global public health / women's health |  |
|--|--|--|