

Honorary Treasurer application pack

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Introduction

We are looking for a volunteer to join our Board of Trustees as Honorary Treasurer. This is an important and rewarding role which is vital to the financial wellbeing and future sustainability of UKCISA. The Honorary Treasurer will develop their skills in strategic planning and stakeholder and financial management.

As Honorary Treasurer, you will bring proven current or recent experience of working at a senior level in a relevant industry or sector, with a strong understanding of financial and budget management. Financial qualifications are desirable but not essential. This role requires direction of financial strategy and UKCISA's reserves policy, oversight of UKCISA's financial management, risk management, external statutory financial reporting and membership pricing decisions.

If you're interested in applying for this role, please read through this candidate pack outlining the key responsibilities of the role and the personal skills and experience that would benefit this organisation.

Role description

Role title: Honorary Treasurer	Contract type: Voluntary
Reporting to: Chair of the UKCISA Board of Trustees	Salary: Unenumerated with reasonable expenses reimbursed

Core responsibilities

- Act as the key technical advisor to the Finance, audit and risk (FAR) committee.
- Advise on the development and implementation of the financial strategy.
- Provide strategic advice/direction.
- Work in conjunction with other senior stakeholders and relevant committees.
- Share best practice and industry insights.
- Review and sign off the annual report and accounts.
- Report on FAR activities to the UKCISA Board of Trustees.
- Make recommendations to the UKCISA Board of Trustees on delegated committee responsibilities.
- Agree annual schedule of business and support advance agenda planning.
- Review meeting papers before distribution to the FAR committee.
- Approval of committee meeting minutes.

Person specification

UKCISA Trustees must be able to demonstrate the following skills, experience and values:

- A commitment to the organisational values of UKCISA and understanding of our charitable aims.
- A commitment to equal opportunities and the promotion of diversity.
- A willingness to devote the necessary time and effort to attend meetings and contribute to the organisation's vision and mission.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner.
- An ability to evaluate and interpret management information and other data/evidence.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Time commitment

The Finance, audit and risk committee meets three times a year and has six members, including the Honorary Treasurer (Chair). Three members are trustees and three are non-trustees. It is supported by UKCISA's Head of Finance and Resources and Chief Executive. Meetings are usually two hours long and held online during UKCISA's normal working hours of 9.00am-5.00pm.

Additional preparation time is needed for each meeting, to confirm the agenda and review the papers with the Head of Finance and Resources before distribution to the wider committee. Additionally, the Honorary Treasurer is required to attend four board meetings a year. The Honorary Treasurer is also invited to attend UKCISA Annual conference each year.

It is estimated that the total time commitment will be a maximum of seven days per year.

The appointment is for an initial period of three years, with potential for reappointment for a further three.

The first meeting for the role will be on Thursday 8 February 2024.

About UKCISA

[The UK Council for International Student Affairs' \(UKCISA\)](#) mission is to inform, advise and support international students and the education providers, students' unions and organisations who work with them.

Our vision is that every international student who comes to the UK has a positive experience and is able to tell their friends and family that the UK is a welcoming place to study, and live.

We are passionate about supporting our members to deliver an excellent student experience, from pre-arrival to post-graduation, and curating a body of evidence that demonstrates the value of international students and internationalisation in education.

With just under 430 members, we represent every public university in the UK, many further education colleges, private higher education providers, independent schools and students' unions. Our membership also includes corporate and not-for-profit organisations that work to support international students studying in the UK.

As well as providing OISC-accredited advice to current and prospective international students, we empower our members by delivering training, offering up-to-date guidance about immigration rules and information about the wider student experience. On behalf of our members and their students, we provide insight to government departments and advocate for the international student experience in the UK.

We deliver the #WeAreInternational Student Ambassador programme, which enables us to amplify the international student voice through the high-profile #WeAreInternational campaign and raise awareness of the wide-ranging benefits that international students bring to the UK.

We're a team of 24 staff, across four teams, working to deliver our vision and mission. We are proud of our team's commitment to ensure that UKCISA is a well-run, compliant and financially robust charity. We exemplify this through our values:

Quality – We maintain the highest possible standards for our staff and our members who work directly with international students.

Innovation – We evaluate and refresh our services, to ensure we deliver maximum value for our members.

Collaboration – We work collaboratively with our members, the UK Government and partner organisations to provide a world class experience for international students.

Trust – We act with integrity and commitment to provide advice, guidance and training that international students and our members can depend on.

Our income of £1.5 million comes from a range of sources: membership subscriptions, training courses, our flagship annual conference and member events, sponsorship and grant funding. Our latest [annual report and accounts](#) and [annual review](#) demonstrates our impact as a charity.

Further information about us and the services we provide can be found on our website: ukcisa.org.uk

Governance and committees

UKCISA is led by a Board of Trustees, with six committees who report to it. Committee members are mainly representatives of member organisations and sector bodies. Find out more about our governance structure and impact below:

- [Board and committees](#)
- [UKCISA Scheme of delegation](#)
- [Terms of reference for the FAR committee](#)
- [UKCISA Annual report and accounts](#)

The FAR committee members are:

- Alan Mackay, University of Edinburgh
- Hannah Brian
- James Norman, Manchester Metropolitan University
- Liz Warren, Manchester Metropolitan University
- Paul Rossi, University of Arts London
- Professor Koen Lamberts, University of Sheffield
- Ross Porter, London Business School
- Susan Smith, University College London

How to apply

To apply for this role, please use the [BeApplied platform](#) to submit an up-to-date CV and respond to three questions. To support our commitment to equality, diversity and inclusion, all of our applications are anonymised before review.

Application queries, including reasonable adjustment requests, can be made by emailing recruitment@ukcisa.org.uk

Recruitment timeline

The deadline to apply is 5.00pm on Monday 20 November.

Action	Date	Responsible
Application deadline	20 November 2023	-
Shortlisting completed	22 November 2023	Shortlisting panel
Nominations committee ratify shortlist	29 November 2023	Nominations committee (Senior Management team to confirm shortlist)
Interviews (if required)	6 December 2023	To be confirmed
Election documents prepared and circulated to Board of Trustees	w/c 11 December 2023	Senior Management team
Votes close	w/c 18 December 2023	Senior Management team
Treasurer confirmed	20 December 2023	Senior Management team /Chair of Trustees
Treasurer inducted	19 January 2024	Senior Management team /Chair of Trustees
Attendance at the first meeting of the Finance, audit and risk committee	8 February 2024	-