

Candidate Pack Trustee and Chair Elect of Finance & Risk Committee

JOB DESCRIPTION

Trustee and Chair of Finance & Risk Committee

Job Summary

As a Trustee, you will be responsible for setting the strategic aims, objectives and direction of the Charity. You will use your knowledge, skill and experience to ensure Kidney Research UK achieves its charitable objectives and represents the interests of all stakeholders, and act as an ambassador for the Charity.

In this significant period of disruption, we are planning ahead for the retirement of our existing Chair of the Finance & Risk Committee and to achieve continuity and sufficient handover, we are aiming to have a Chair Elect in place over a longer period.

As Chair of the Finance & Risk Committee (from September 2021), you will oversee the charity's financial health and take a lead responsibility to develop and implement policies for financial management, including investment, funding and all aspects of financial reserves. As a critical friend, you will provide advice, support, challenge and guidance to the Director of Finance and Operations, the CEO, members of the Finance & Risk Committee and to Trustees, and to the charity.

Key accountabilities

Assurance and compliance

- To ensure Kidney Research UK complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations.
- Keep Board members apprised of their financial obligations and provide assurance of the Board's due compliance
- Maintain oversight for the board over the spending of annual budgets
- To maintain proper financial control and ensure Kidney Research UK applies its resources exclusively in pursuance of its objectives
- Ensure SORP-compliant statutory annual accounts are prepared
- Chair the quarterly Finance & Risk Committee (F&R) meetings, working with the Executive Director of Finance and Operations to plan the agenda, input to draft papers as necessary and report back to the full Board on key actions and recommendations
- Chair the annual Remuneration Committee meeting

- Lead on interpretation of financial data to the Board, including operational, fundraising and investment performance against target and against sector norms

Board Committee monitoring

- To maintain effective Board performance and ensure the effective and efficient administration of the Charity
- Ensure there is a framework for accountability within the charity
- Ensure the Board receives regular comprehensive financial management reports
- Deliver an annual report on F&R activities to the Board every year, to include a bi-annual internal assessment of effectiveness.
- Support the Executive Management team in the development of the Risk Register, and ensure regular review takes place at F&R meetings
- To support the operational management of the Charity

Change management

- Lead evaluation of business performance of the Charity, suggesting areas for improvement or further review
- Work closely with the Executive Management team to assess the financial and strategic risk of major projects
- Work closely with the Executive Management team on the tender process for auditors, investment managers and pension advisor consultants

Person specification

Attributes	Essential	Desirable
Knowledge/ Qualifications		Key principles of business, financial & investment management Current financial experience
Experience		Senior Executive management experience

		<p>Experience of working or volunteering within a UK based charity</p> <p>A broad understanding of financial planning, management and reporting</p>
Skills and Attributes	<p>Effective communication and interpersonal skills</p> <p>Galvanise external relationships and build support for Kidney Research UK</p>	<p>Experience of chairing meetings, either in a professional or voluntary context</p> <p>Ability to read and understand detailed management and statutory accounts</p> <p>Appreciation of the nature of risk management at Board level</p>

Terms of Appointment

Remuneration

The role of Trustee is unremunerated.

Time commitment

Being a member of the Board of Kidney Research UK requires a time commitment, even more so if the candidate is also taking on an additional role in one of the Board's sub committees like the Finance & Risk Committee. Preparing for Board and committee meetings, as well as the necessary ad hoc unplanned events that inevitably crop up, require time and effort in addition to the formally planned events noted below:

- Four quarterly Board meetings a year, one in London and three in Peterborough
- Sub-committee meetings where appropriate
- An annual Trustee development/strategy meeting
- Ad-hoc events around the UK, where appropriate

Expenses

Reasonable out of pocket travel expenses will be reimbursed.

Terms

Trustees serve for an initial three-year term and are eligible for re-appointment for an additional three years.

To be considered for the role

To express an interest in the role and to be considered, please submit the following:

- An up-to-date CV
- A supporting statement that outlines your motivation for applying
- Details of your availability on the dates provided in the indicative timetable

Completed expressions of interest should be submitted to:

- Email: chiefexecutiveoffice@kidneyresearchuk.org

If you have any queries about any aspect of the appointment process, need additional information or wish to have an information discussion, please send an email to the address above.

Recruitment timetable

Throughout the process, there are opportunities for interested candidates to have an informal discussion with CEO or the Chair of Nominations & Governance Committee. Please use the email address above to arrange a call, or alternatively call 01733 367 822 and speak to Nicky McDermott.

Application close	Friday 14 August 2020
Formal interview	1-14 September 2020 tbc

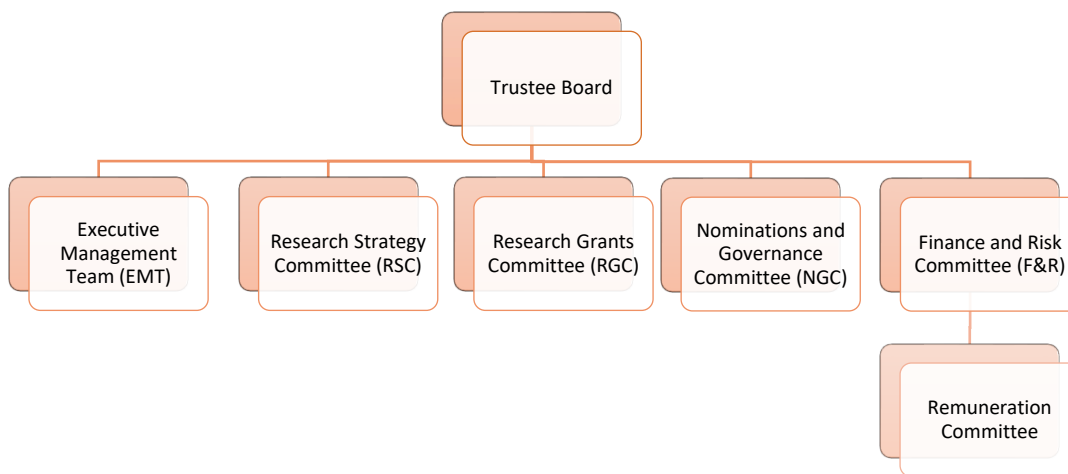
Team

The Board members are the people who share ultimate responsibility for governing Kidney Research UK.

Trustees have independent control over, and legal responsibility for, a charity's management and administration. They play a very important role, almost always unpaid, in a sector that contributes significantly to the character and wellbeing of the country.

Being a Trustee can be rewarding for many reasons - from a sense of making a difference to the charitable cause, to new experiences and relationships. It's also likely to be demanding of your time, skills, knowledge and abilities. Being aware of the duties and responsibilities in the job description that follows will help you carry out your role in a way that not only serves your charity well but also gives you confidence that you will be complying with key requirements of the law.

Governance Structure



We value the diversity of our staff and volunteers. We are committed to developing and maintaining an organisation in which differing ideas, abilities and backgrounds are fostered and valued, and where those with diverse experiences are able to participate and contribute. We particularly welcome applicants who can help us achieve that balance.

Welcome from the Chair and Chief Executive

We are delighted that you are considering a role at Kidney Research UK.

“Team Kidney” describes our community of staff, volunteers, researchers, ambassadors, patients and people affected by kidney disease all working together to transform kidney health and ensure that lives are free from the restrictions, fear, anxiety and life limiting nature of kidney disease.

We don't believe in settling for the status quo – we want to bring about change that makes a difference for people with kidney disease. The experience for many kidney patients at the moment is not acceptable. We urgently need to change the outcomes for everyone living with, affected by and at risk of kidney disease.

There is still a lot to do. But together we're making progress. We are seeking a new Trustee who is able to make change happen and bring passion and ambition to the role. We are not afraid to challenge one another, but we do it constructively and thoughtfully. At Kidney Research UK we are all empowered to deliver the best, so that we can deliver more research to find the answers.

Like many other charities, our work has been severely disrupted by the Covid-19 pandemic, but the need for improvements in kidney research has been heavily underlined. The people we serve have been at even greater risk this year and this has strengthened our resolve to forge ahead and deliver our strategic priorities.

If you are interested and want to know more, please get in touch.



Professor Jeremy Hughes
Chair of the Board of Trustees



Sandra Currie
Chief Executive

About Kidney Research UK

Kidney disease blights the lives of more than two million patients, and we estimate a further million people have the condition but are not yet diagnosed. We are the largest dedicated funder supporting kidney research in the UK today. For decades the research we enable has been saving lives, but there is so much more to do.

We have been shaping and facilitating advances in kidney disease research since 1961, collaborating with other charities and funders to deliver life-changing care to all those affected by kidney disease.

With the incidences of obesity, heart disease and high blood pressure (all triggers for kidney disease) rising due to our changing lifestyles, our work is more essential than ever. We need to change outcomes for people living with, affected by and at risk of kidney disease sooner.

We want to free lives from the restrictions, fear, anxiety and life limiting nature of kidney disease. Our new strategy 'Transforming kidney health through research and innovation' sets out clear ambitions to deliver more for people living with, affected by and at risk of kidney disease. It builds on our existing activities of funding research, facilitating collaborations and helping to support research infrastructure and places a firm focus upon translating research evidence into healthcare delivery. It also recognises the role we play in raising awareness about kidney health and the reality of disease, and how kidney research brings hope.

Ultimately, we want to prevent people from developing kidney disease and stop them reaching kidney failure, by slowing down kidney disease progression. In the meantime, we want to be able to transform treatments that replace kidney function so that people being treated for end stage kidney failure no longer have to make the compromise of life saving but restrictive and life limiting treatments.

Our Values

We are brave

- We are determined
- We are innovative
- We are pioneering
- We lead the way

We have ambition

- We are focussed
- We are competitive
- We grow and evolve
- We learn

We have a sense of urgency

- We are proactive
- We are agile
- We want to accelerate outcomes and impact
- We prioritise the best science

We are passionate

- We care
- We strive to make the change
- We challenge ourselves

We have relentless enthusiasm
