



Photo: Russell Watkins / DFID

# Trustee (finance)

## *Candidate Information Pack*

February 2019

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- Role:** Trustee
- Salary:** Unpaid volunteer role (reasonable expenses will be reimbursed for Board related work)
- Commitment:** 4 Board meetings per year, 4 meetings of Finance Sub-Committee per year, and other *ad hoc* work as required
- Duration:** Three-year term

UK-Med provides emergency healthcare support in times of crisis and humanitarian emergencies. We work with other agencies to coordinate the UK Emergency Medical Team (UKEMT) – a national programme deploying healthcare services to sudden onset disasters on behalf of the UK Government – as well as deploying independently or in collaboration with other humanitarian NGOs.

We are seeking a new trustee, with a strong interest in financial governance, to help our charity develop through a period of growth and change. You will become a member of both the Board of Trustees and Vice-Chair of the Finance Sub-Committee.

Our ideal candidate will have significant financial experience, whether gained through financial/accountancy roles or programme/general management. You will be effective at both operational and strategic levels and be a strong ambassador for the Charity.

You will be working with a passionate, friendly and committed team located in Manchester, UK and have the opportunity to make a real impact through your contribution to our humanitarian work.

## How to apply

To arrange an informal discussion about the post, in the first instance please contact [recruitment@uk-med.org](mailto:recruitment@uk-med.org)

To apply, please submit a **current CV** and a **supporting letter (around 2-pages)** that includes:

- Full contact details
- Detail of where you saw this role advertised
- The basis of your right to work/volunteer in the UK (e.g. British Citizenship, EU Citizenship or working visa)
- A **detailed** explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification

Applications must be submitted to [recruitment@uk-med.org](mailto:recruitment@uk-med.org) no later than **Thursday 28 February 2019**.

Interviews will be held in Manchester during March/April 2019.

*Please note, UK-Med can only accept applications from people with an existing legal right to work in the UK and we cannot sponsor visa applications.*

## UK-Med ([www.uk-med.org](http://www.uk-med.org))

UK-Med provides emergency healthcare support in times of crisis and humanitarian emergencies, deploying teams of clinicians (primarily volunteers). UK-Med maintains a register of professional health volunteers and supports them to work in humanitarian settings as required. UK-Med also provides support for training and capacity building for health professionals in developing countries with a particular focus on countries which are vulnerable to humanitarian disaster and crisis. UK-Med was established in 1995 to facilitate the provision of health workers from across the UK to support the hospitals in Sarajevo during the Balkans war.

Subsequently, UK-Med has deployed teams to a range of countries and crises including Bangladesh, Cape Verde, China, Gaza, Haiti, Indonesia, Jordan, Kosovo, Nepal, Pakistan, the Philippines and Sierra Leone. Our teams have undertaken a range of work on deployment including general medical care, trauma and surgical care, outbreak response and training of local healthcare staff.

## The UKEMT

UK-Med is contracted by the Department for International Development (DFID) until 2020 to support the UK Emergency Medical Teams (EMT) initiative. EMTs work under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. Within this, UK-Med maintains a register of volunteer clinicians (including doctors, nurses, pharmacists and paramedics) who are trained and available to deploy to an emergency within 12-24 hours.

As part of this multi-partnership programme UK-Med works alongside Palladium, Humanity and Inclusion (HI) and the Fire & Rescue Service (FRS). The UKEMT deployed a team in Bangladesh in December 2017 to respond to the Diphtheria outbreak amongst the Rohingya displaced community.

## UK-Med Vision, Mission and Values

### Vision

Disaster affected populations have equitable access to high quality health outcomes

### Mission

To provide high quality essential health care in response to natural and man-made disasters

### Values

Professional – we will seek to ensure our interventions are guided by the highest professional standards and that we deliver high quality programming and assistance

Accountable – we will strive to be transparent and accountable to our patients, wider beneficiaries, partners and donors

Collaborative – we will coordinate effectively and actively seek to collaborate with and support other actors

Effective – we will ensure our interventions are timely, based on robust evidence and reasoning and attain the best possible outcomes

Flexible – we will ensure UK-Med remains a quick decision maker, attuned to changes in circumstances and able to make the rapid adjustments necessary

Altruistic – we will ensure UK-Med and volunteers retain the humanitarian imperative at the heart of their work and planning



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## Overview of the Role

Trustees have independent control over, and legal responsibility for, a charity's management and administration. As a trustee you will work with other members of the Trustee Board to ensure that the fundamental duties of the trustees are being fulfilled. You will ensure that the UK-Med's resources are used responsibly and that the Charity is accountable and providing a public benefit.

UK-Med had an annual turnover of £2.1million in 2017-18. The majority of our funding comes in the form of government grants, but with the recent introduction of a new fundraising function to the organisation we are expecting to increase income from grants, trusts and private donations in the future. We employ 23 staff and have a volunteer base of around 400 active volunteer clinicians who rotate on call duties to respond to humanitarian emergencies.

As a Trustee, you will attend quarterly Board meetings, and contribute to setting strategic direction, providing governance oversight and scrutiny, and supporting the work of the Charity's staff.

As well as being a Trustee of the Charity, in this role you will be Vice-Chair of the Finance Sub-Committee (FSC). Working closely with the Treasurer and other members of the FSC, you will closely scrutinise the finances of the Charity including management and statutory accounts, forecasts, contracting arrangements and financial elements of bids. You will support the Treasurer in presenting summarised financial information to the Board.

UK-Med has been registered as a Charity since 1995, and in 2017 became a Charitable Incorporated Organisation (CIO).

Further information:

- [Charity Commission Guidance – The Essential Trustee](#)
- [UK-Med Website](#)
- [UK-Med record on Charity Commission Website](#) (covers since conversion to CIO)
- [Latest Published Accounts \(2017\)](#)
- [Historic records on Charity Commission Website](#) (prior to becoming a CIO)

To take on this role, you must meet the legal requirements for being a Trustee in England and Wales, including:

- You must be at least 16 years old
- You must not be disqualified from being a Trustee; reasons for disqualification include:
  - Certain unspent convictions
  - Being disqualified as a Director, or previously having been removed from a relevant office
  - Insolvency
  - Being on the sex offender register or being a designated person under anti-terrorist legislation
- You must have the right to undertake voluntary work in the UK (e.g. being an EU Citizen or having a visa that allows voluntary work)

# Role Description



<b>Role Title</b>	Trustee (finance)
<b>Duration</b>	3 years with possible extension
<b>Commitment</b>	Preparation for, and attendance at , meetings of Board of Trustees (at least 4 per year) and finance sub-committee (at least 4 per year)
<b>Purpose of role</b>	
Along with other members of the Board, to provide strategic leadership and governance oversight for the Charity and contribute to achievement of the Charity's mission and provision of public benefit.	
<b>Key Responsibilities</b>	
<b>Trustee duties</b>	
1	Ensure UK-Med is carrying out its purposes for the public benefit and is fully accountable
2	Comply with our governing document and the law
3	Always act in UK-Med's best interests
4	Manage our resources responsibly and act responsibly, reasonably, honestly and with reasonable care
5	Monitor our safeguarding procedures
6	Contribute to financial governance, reviewing financial information and plans
7	Maintain eligibility to be a Trustee and inform the Chair of Trustees and Chief Executive of any circumstances that might jeopardise this eligibility
<b>Practical tasks</b>	
6	Attend meetings of the Board of Trustees
7	Undertake preparatory research and reading ahead of meetings
8	Contribute to discussions in trustee meetings, using your judgement and applying expertise and skill
9	Represent UK-Med at external meetings as required
10	Undertake roles under formal UK-Med policies and procedures when delegated (e.g. safeguarding, complaints, grievance, disciplinary)
11	Undertake other tasks as might be required to support the effectiveness of the Board and success of the Charity
<b>Sub-committees</b>	
12	Be a member of the Finance Sub-Committee, and contribute to the preparation of financial documentation for the Board of Trustees
13	Serve on and chair sub-committees and working groups as required
<b>Conduct and reputation</b>	
14	Act as an ambassador for the Charity
15	At all times, maintain personal and professional conduct suitable to preserve the good reputation of the Charity
16	Maintain confidentiality of personal information and commercially sensitive information disclosed to you in this role
16	Disclose to the Chair of Trustees and Chief Executive any circumstances that might jeopardise the reputation of the Charity

# Person Specification



<b>Qualifications / Professional Memberships</b>		
1	A relevant qualification (e.g. accounting, governance, organisational leadership, business management)	Desirable
2	Membership of a relevant professional body	Desirable
<b>Knowledge, Skills and Experience</b>		
3	Significant financial management experience in an executive or governance role (may be from accounting or senior operational/programme management role)	Essential
4	Good communication skills, particularly communicating financial information clearly and concisely	Essential
5	Experience of working within financial regulations and an awareness of statutory reporting requirements for charities	Essential
6	Previous experience as a Trustee or member of a governance board	Desirable
7	An understanding of the humanitarian and/or health sector	Desirable
8	An understanding of the funding of charities, particularly in the humanitarian sector and a willingness to support bidding / fundraising activity	Desirable
<b>Personal Attributes</b>		
9	Commitment to the mission, vision and values of UK-Med	Essential
10	A positive and flexible problem solving approach	Essential