



United Bible  
Societies

80 YEARS OF GLOBAL BIBLE MINISTRY

Trustees  
Unlimited

Independent Board  
Member of the UBSA  
Board of Trustees

&

Chair of the Finance &  
Audit Committee

Candidate Briefing Pack  
May 2026



# Welcome from the Board of Trustees

Thank you for your interest in joining the Board of Trustees of the United Bible Societies (UBSA).

We are pleased to introduce you to UBSA and the opportunity to serve as an independent member of our Board of Trustees and as the Chair of the Finance and Audit Committee.

By joining our Board, you would play a vital role in shaping our strategic direction, strengthening governance, and advancing the organisation's mission and impact.

We are seeking passionate, values-driven leaders who are inspired by our work and ready to contribute their expertise, time, and insight. As an independent Board member - defined as someone who has not previously served on the board or as a staff member of a Bible Society - you will collaborate with a committed group of like-minded leaders to guide UBSA through an evolving global landscape and help deliver meaningful, sustainable change within our Fellowship mandate.

We are excited about UBSA's future and the opportunity for new Board members to help us build on our strong foundation and achieve even greater impact. If you share our vision and are eager to make a lasting contribution, we would be delighted to welcome you to our Board of Trustees.

We look forward to the possibility of working together.

*Elaine Duncan*  
*UBSA Board Chair*

# UBS Impact

- More than 6 billion people now have access to the full Bible in their heart language.
- Bible translations in 2024: 105 languages reaching 580 million people.
- First-ever Bible translations: 74 languages, including 13 sign languages, reaching 100 million people
- Scripture in print: 50 million printed Scripture texts shared worldwide (full Bibles - New Testaments - Scripture portions)
- Scripture in digital:
  - 25.9 million Bible downloads
  - 28.3 billion chapter views
  - 1.3 billion audio plays
- Literacy Programmes in 2024
  - 40 literacy projects in 90 languages
  - 22,461 people completed literacy programmes

# About United Bible Societies

Founded in 1946, United Bible Societies (UBS) is a global fellowship of 156 Bible Societies working with all major church traditions in more than 240 countries and territories.

In 2026, UBS celebrates 80 years of serving its mission of making the Bible available and accessible to everyone, everywhere, in a language they understand and a form they can use.

Together, Bible Societies translate, publish, distribute, and support meaningful engagement with Scripture through multiple formats and programmes, including literacy and Bible engagement initiatives.

UBS is a leading Christian organisation, having provided 70% of the world's full Bible translations, offering literacy classes to more than 100,000 adults and children, enabling more than 6 billion people to access the Bible in their heart language.

As it marks this anniversary, UBS looks forward with renewed commitment to the mission of "the Bible for everyone."

## About United Bible Societies Association

UBSA is the service organisation for the UBS Fellowship, providing key services to help Bible Societies be effective in their own context. These services include: translation and publishing expertise, international grant management, provision of working capital, supply chain training, and support in governance training.

In addition, UBSA helps connect Bible Societies around key issues facing our Fellowship, sharing resources and expertise and organising international gatherings as requested.

Stewarding over \$50m of income annually, activities are carried out through United Bible Societies Association, a charity and company limited by guarantee registered in England and Wales.

**The Board of Trustees comprises up to 9 members, with a majority drawn from Bible Society senior staff and governance, and up to 3 members appointed as Independent Trustees.**



# Independent Board Member of the UBSA Board of Trustees & Chair of the Finance & Audit Committee

## Description

This is a voluntary, unpaid role responsible for the effective operation of the Finance & Audit Committee, as detailed in the current Terms of Reference in the Appendix.

### The Chair would be expected to:

- Chair the Finance and Audit Committee, agreeing on an agenda and leading the discussion in our two face-to-face committee meetings each year, as well as playing a full role in UBSA's governance as a Trustee.
- Ensure the Committee robustly assesses the financial risks to which UBSA is exposed, ensuring a balance between serving a global fellowship and safeguarding charity assets.
- Provide support, strategic counsel, and accountability to the Finance Director and Chief Operating Officer, as well as develop the link between governance and operations.
- Monitor the Leadership Team's financial administration and report to the Board of Trustees on UBS' financial health, in line with best practice and in compliance with the governing document and legal requirements.
- Ensure adequate controls are in place to effectively manage conflicts of interest inherent in a membership organisation and protect our assets against loss, fraud, misuse, neglect, etc.
- Shape the Committee to ensure a skills mix appropriate to the organisation's size and complexity.
- As a Christian, be fully committed to the furtherance of Bible Ministry in an inter-confessional context.



# Person Specification

- A committed Christian of any denominational background with a passion for the Bible.
- An openness and respect for the different traditions within the Christian church.
- Suitable financial background, with experience in a strategic leadership role, ideally including work within an international context and familiarity with UK or comparable regulatory environments.
- Experience in committee work and good governance.
- Strategic vision, along with good, independent judgment, and an ability to think creatively.
- Excellent communication skills with an ability to communicate financial information to nonfinancially trained peers in a clear and accessible way.
- An ability and willingness to exercise authority in a collegiate manner and deliver success in partnership with others.
- An openness to the different perspectives of others and an ability to engage in robust debate.
- Experience in risk management and blending trust in God with human endeavour.
- Independence: no prior service as a Board member or employee of a Bible Society.



## How to Apply

We are working with Trustees Unlimited as our recruitment partner for this role.

For an informal discussion about the role, please contact Melissa Baxter at Trustees Unlimited on: 07789 985 229 / [melissa.baxter@trustees-unlimited.co.uk](mailto:melissa.baxter@trustees-unlimited.co.uk). She will be pleased to answer any questions and provide you with more detail.

If you are inspired by our work and would like to be considered for the role, please provide the following:

- An up to date CV with details of two referees (we will not contact them without your prior permission).
- A supporting statement setting out your motivations and the experience you can bring in relation to what we are looking for.

All applications should be sent to:  
[applications@trustees-unlimited.co.uk](mailto:applications@trustees-unlimited.co.uk)

**Closing date:** Monday 15th June 2026  
**Interviews with UBS:** Week commencing 6th July 2026

## Time Commitment

### For the Finance & Audit Committee:

- 4 virtual meetings per year, each approximately 4 hours.

### For the Board of Trustees:

- 2 in-person Board of Trustees meetings a year, 2 days each, generally held in the UK.
- 2 or 3 virtual Trustee board meetings per year, each lasting 2-4 hours.
- Availability for ad-hoc consultations, usually virtually.
- Occasional additional meetings.
- Optional attendance at UBSA events held for the Fellowship.

### Overall time commitment:

- Approximately 1-2 days per month



# Appendix

## Terms of Reference:

### Finance & Audit Committee

(Approved by UBSA Board of Trustees, November 2024)

#### 1. Overview

The Finance & Audit Committee of the United Bible Societies Association is an advisory committee to the UBSA Board of Trustees with delegated responsibility to make recommendations that ensure the charity: -

- meets its statutory obligations,
- has adequate financial controls, and
- maintains its long-term financial stability.

#### 2. Tasks

##### A. Finance

- To review and monitor the annual UBSA budget proposals and to recommend their adoption to the UBSA Board of Trustees.
- To ensure the effective operation of the International Support Programme (ISP), including effective controls and monitoring. To promote best practice in the operation of the ISP in terms of industry standards and Fellowship values to meet the needs of both implementing and resourcing partners.
- To ensure the effective operation of the UBSA current account system, including the mechanism for allocating available credit across Bible Societies.
- To ensure the effective operation of the UBSA current account system, including the mechanism for allocating available credit across Bible Societies.
- To ensure effective compliance with the UK regulatory environment, especially in relation to international grants and fund transfers. To make policy proposals to the UBSA Board of Trustees as required. To ensure that issues of financial mismanagement by Member Bible Societies are reported and dealt with adequately and appropriately.
- To oversee the Global Stewardship Fund mechanisms, proposing changes to the UBSA Board of Trustees as required.
- To review, approve (where appropriate) and monitor loans for Member Bible Societies that will enhance their mission.
- To review UBSA property decisions (either buying or selling) and to make recommendations to the UBSA Board of Trustees.
- To review the UBSA Investment and Reserves policies and to recommend their adoption to the UBSA Board of Trustees. To oversee the application of these policies.
- To consider other financial matters referred to it by the UBSA Board of Trustees or the UBS Fellowship Council.



## **B. Pensions**

Whilst the trustees of the UBSA pension schemes are responsible for the schemes, the UBSA Finance & Audit committee will ensure that UBSA's responsibilities as the sponsoring employer are fulfilled. This will include: -

- To monitor and advise the UBSA Board of Trustees on how the UBSA pension schemes are being managed.
- To monitor and advise the UBSA Board of Trustees on the levels of additional investment, by the sponsoring employer, required to meet the schemes' future obligations.
- To monitor and advise the UBSA Board of Trustees on additional expenditures that could reduce the long-term liability for UBSA, such as de-risking and/or scheme buyout.
- To make recommendations to the UBSA Board of Trustees on ex gratia adjustments to payments to UBS pensioners to reflect variations in the cost of living and other changes.

## **C. Annual Report and Audit**

- To ensure that the legally required standards of disclosure are fully and fairly observed.
- To ensure there is an effective system of internal controls and management reporting.
- To meet with the external auditors to agree on the scope of audits and to receive their reports.

- To recommend the adoption and publication of annual accounts and reports to the UBSA Board of Trustees.
- To recommend the appointment of auditors for the UBS Association accounts and other legal bodies established by the UBSA Board of Trustees, and to determine an appropriate level of remuneration.

## **D. Risk**

- To ensure the implementation and monitoring of appropriate risk management policies in relation to UBSA finances.
- Whilst risk management remains the responsibility of the UBSA Board of Trustees, the committee will review and provide advice on the broader risk matters as deemed appropriate by either the Committee or the UBSA Board of Trustees.

## **E. Other**

- To ensure that the policies and operations of the UBSA finances reflect the values of the UBS Fellowship in the allocation of resources and the inclusion of all Bible Societies, and give due consideration to the diversity of needs and interests in the UBS Fellowship.

### 3. Composition

- All members of the Finance & Audit Committee shall be appointed by the UBSA Board of Trustees.
- The Committee shall consist of at least 5 members, of whom not less than 2 shall be members of the UBSA Board of Trustees (including the Chair of the Finance & Audit Committee), and 3 shall be independent members.
- Members of the Finance & Audit Committee should have significant professional experience to enable the committee to fulfil its responsibilities; this will most likely be demonstrated by two or more members holding an internationally recognised accountancy or audit qualification.

### 4. Chair

- The Chair shall be recommended by the UBSA Nominations Committee and appointed by the UBSA Board of Trustees. The Chair will be a member of the UBSA Board of Trustees, an independent member with good accounting qualifications and an understanding of UK regulations. The Chair will sit on the UBSA Nominations Committee for Finance & Audit appointments.

### 5. Term Length

- The Committee Chair shall serve for 4 years, renewable once based on their willingness to continue and the recommendation of the Chair of the UBSA Board of Trustees.
- Other members shall serve for a period of 4 years, renewable once, based on their willingness to continue and the recommendation of the Chair of the Finance & Audit Committee.
- For those appointed from the staff or board of a Bible Society, their appointment shall cease on this committee if they no longer hold that post.



### 6. Quorum

- A quorum shall consist of a minimum of 3 members. If the meeting is not quorate for more than 30 minutes, the Chair must stop and reschedule the meeting. A meeting held virtually will be deemed to be the same as one held in person.

### 7. Frequency

- The Finance & Audit Committee shall meet at least 3 times a year, ideally once in person. \

### 8. Eligibility

- Members of the committee shall be General Secretaries or Senior Staff of a Bible Society, or a Bible Society board member or an Independent from outside the Fellowship. Members should be able to demonstrate financial literacy, particularly as it relates to the finances of UBSA and how UBSA's financial services serve the wider Fellowship.

### 9. Accountability

- The Finance & Audit Committee shall be accountable to the UBSA Board of Trustees.



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# Thank you for your interest!

**[unitedbiblesocieties.org](https://unitedbiblesocieties.org)**

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The UBS Fellowship is an Unincorporated Association of independent Bible Societies worldwide, operating under the governance of the UBS Fellowship Agreement. Its affairs are administered on its behalf by the United Bible Societies Association (UBSA), from its registered office at UBS UK Hub, Stonehill Green, Westlea, Swindon SN5 7PJ, England. UBSA is a company limited by guarantee, registered in England and Wales (No. 2264875). Registered charity (No. 800058).