

Science Council Honorary Treasurer

Candidate information pack



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Welcome

Thank you for your interest in becoming the Honorary Treasurer and a Trustee of the Science Council. This information pack provides you with the information you need to determine your suitability to join our Board and will assist you in mapping your competencies with the requirements of the role and those of the Science Council. The pack also provides details on the application process and contact details should you have any further queries.

Our current Honorary Treasurer will be stepping down after our Annual General Meeting in Summer 2024, so we are looking to recruit his successor. We are looking for an ambitious, financially literate Treasurer who has the vision and commitment to help grow the Science Council into an increasingly respected, influential, and sustainable organisation. The Treasurer will bring financial knowledge and strategic insight to the role and advise on growth plans and how we can maximise the use of our assets. The Treasurer will also ensure robust oversight and scrutiny of our financial resources, interrogating the management accounts and supporting the Board to assess financial considerations.

Tackling the most pressing global challenges will require a diverse science workforce and ever-deepening interdisciplinary collaboration between scientists and society. As an interdisciplinary membership organisation connecting professional bodies from across science, and upholding the standards across our profession, the Science Council has a unique and valuable role to play in ensuring public trust and confidence in the scientific workforce and transparency in the process of science.

This is your opportunity to join the Board of a small but ambitious and well-run organisation, and one that is looking to grow a vibrant and diverse professional body community, harness its collective expertise in the pursuit of professional excellence and public benefit.

We welcome applications from people of all backgrounds. We particularly want to hear from those who can provide strategic financial leadership and direction to help us navigate the challenges we face and the science community more broadly. Whether you are looking to take on your first Treasurer role or you are an experienced Treasurer, if you have the time and energy to commit to the role, we want to hear from you.

About us

Who are we?

The Science Council evolved over 20 years ago from an informal network of professional science bodies to a membership organisation of over 30 professional bodies and learned societies from across the scientific disciplines. We provide the quality assurance system for those working in science, setting the standards for professional registration for scientists and science technicians across all scientific disciplines. Through our Licensed Bodies we admit scientists and science technicians who meet our competence and conduct requirements and commit to Continuing Professional Development to our registers. Those scientists who reach the required standards are recognised by the following designations Chartered Scientist, Chartered Science Teacher, Registered Scientist, or Registered Science Technician.

Our Purpose

Our purpose is to strengthen the collective impact of the science community for public benefit. We do this by connecting the science professions to foster knowledge exchange and, through our professional registers, offer interdisciplinary recognition for scientists across the world.

Through our collective drive to uphold interdisciplinary standards we inspire and empower the science workforce to strive towards professional excellence. Our ambition is to see a diverse and growing science profession that is trusted, respected and is equipped to deliver national ambitions.

Our values and guiding principles

We are **Inclusive** of all disciplines of science and all types of scientists, including science technicians and science teachers.

We are **Informed** by evidence and research and by different perspectives.

We are **Positive** and balanced in our promotion of the contribution of scientists and science technicians to society and of our members, registrants and the science workforce as a whole.

We are **Collaborative** in our approach to debate and discussion and in our attitude to conversation in general.

Our Value Proposition

Flowing from our [Charter](#) and values, and having listened to our Members and registrants, the Science Council adopted a new Value Proposition in 2019 for those that we represent.

For Member Bodies: The Science Council promotes science and the science workforce, and enables the sharing of innovation and best practice, mutual help and support, and the ability to influence more widely as part of a community of professional bodies.

For Registrants: Gain a widely recognised cross-disciplinary science registration that supports your personal and professional development, improves your prospects for progression and mobility across established and developing sectors in science.

Strategy 2022-2025

As a charity, the Science Council is committed to delivering public benefit by advancing the profession of science and the profile of the scientific workforce. Building on the foundations of our previous strategy, our current strategy sets out the vision and direction of the Science Council for the period 2022-2025 to deliver that benefit, focusing on four core objectives.

1. Registration & Licensing: maintaining and improving professionalism in the science workforce through professional registration.
2. Membership & Community: bringing our members together to facilitate knowledge exchange and identify areas of common interest.
3. Policy & Influence: developing our role as a collective voice for our diverse membership on issues that impact the sector.
4. Equity, Diversity and Inclusion: supporting members to share good practice and learn from one another.

Further information, including the **Science Council's Strategic Plan 2022-2025** and the latest **Trustees' Annual Report and Financial Statements** are available on the Science Council's website www.sciencecouncil.org.

Key Science Council projects

Equity, Diversity and Inclusion

In 2014, we set ourselves the strategic ambition to work towards a science workforce that reflects the diversity of society. To this end, we launched our Declaration on [Diversity, Equality and Inclusion](#), which all members are expected to sign as a demonstration of their commitment to promoting diversity.

In collaboration with the Royal Academy of Engineering, the Science Council developed a tool for professional bodies to assess and monitor their progress on diversity and inclusion. The [Diversity and Inclusion Progression Framework](#) is a key element of the support available for Science Council members, as they seek to embed diversity in their strategies and planning.

In recognition of the evolving social, political and economic challenges faced by individuals and groups, one of the core pillars of our current strategy is 'Equity, Diversity and Inclusion'. This has been included to clearly signify to our member and key stakeholders that this is a priority area over the current strategic period. Aligned to the new strategy, the Declaration was updated in 2022 to reflect our new emphasis.

So that the Science Council can move towards being an anticipatory organisation and leader in our sector, the Board established an EDI steering group in 2021 to lead on overseeing our EDI ambitions and progress. You can find out more about our EDI projects and activities on our [website](#).

Technical Pathways project

This is a joint initiative, with grant funding from the Gatsby Charitable Foundation, between the Science Council and its members to significantly raise the profile of and support for technicians over a multi-year period. The initiative looks to embed a culture of professional registration within the science community promoting parity of esteem for science technicians; enhance career development opportunities for those working at a technical level; and create a package of

services for employers to aid development of the technician workforce. Funding for the project runs to the end of 2024 and we are looking at how we can create a sustainable model for the programme that will enable us to continue to deliver impact in this vital area.

Employer Champions

Our [Employer Champion](#) programme provides a package of support for employers that have made the commitment to support their scientific and technical staff to become professionally registered.

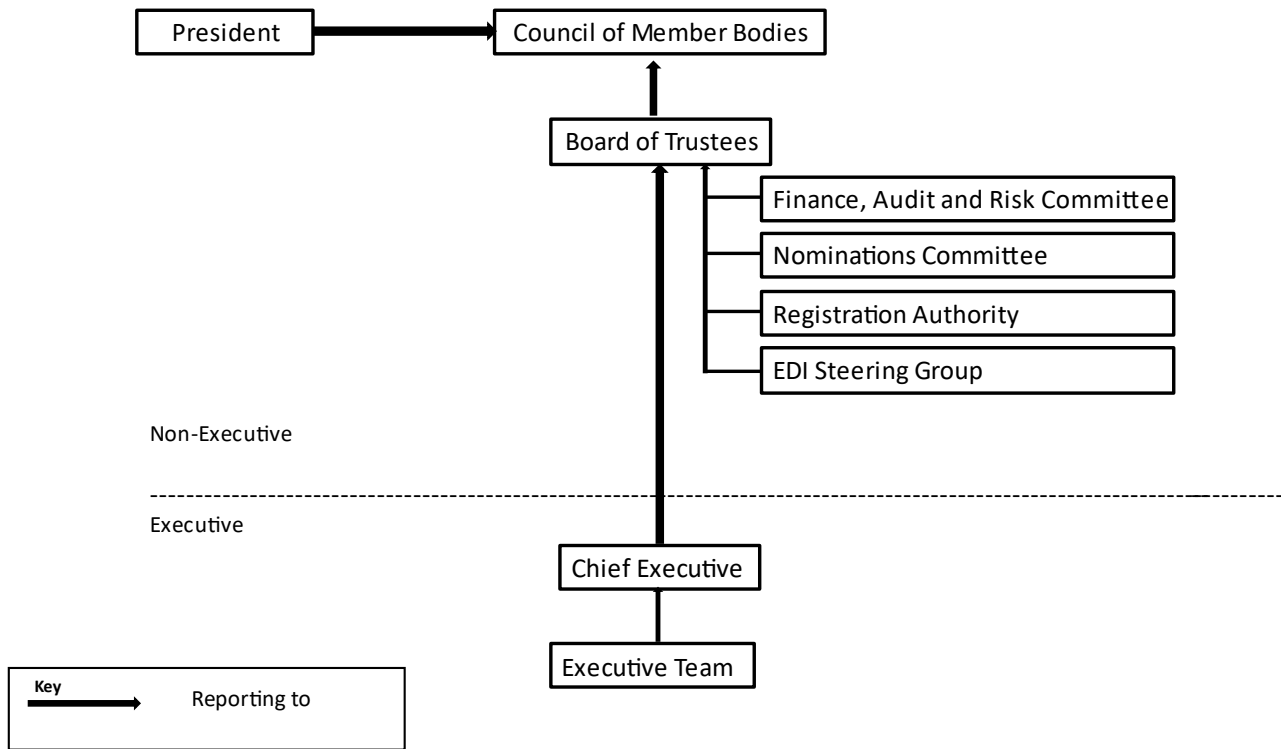
Challenges for 2024 and beyond

Long-term financial sustainability will continue to be a live issue for the Board over the next 12 months. As every we are commitment to upholding professional standards in science and, together with our Members, continue to promote registration and speak widely of its purpose and value. We know that reversing the long-term trend in declining Registrant numbers and attracting and retaining Members are key to our financial health and sustainability.

We will continue to focus on delivering activities that add value for Members, Registrants and the wider science community, and investing in activities that promote the value of registration and further our Charitable Objects.

We also need to think creatively about how we market our Registers and diversify our income streams to support the financial viability of the charity. The Honorary Treasurer will play an important role next year in helping to shape our strategic plans, ensuring that our financial resources meet present and future needs.

Organisation Chart



The Board of Trustees

Our Board comprises of the Chair and 12 elected trustees, all of whom serve three-year terms, with the opportunity to seek re-election for a further three-year term. Trustees may appoint up to three trustees if it considers that there is a need for additional skills and expertise on the Board. Trustees appointed by the Board serve three-year terms.

The successful candidate will be appointed by the Board for a three year-term. **Please note** that the Honorary Treasurer is a trustee of the Science Council Board and their term as trustee will be served in conjunction with their term as Honorary Treasurer.

Trustee duties and responsibilities

The Science Council aims to have a Board that is comprised of individuals who collectively have the right level and mix of skills and experience necessary to fulfil their role on the Board. We also want a diversity of perspectives on our Board, for example in terms of age, background, ethnicity and experience.

The Board of Trustees set the direction for the charity, so it operates within its objects and delivers public benefit. Collectively and individually, trustees have a legal, regulatory, and moral obligation to enable accountable, effective and efficient and leadership of the Science Council. The role of the Board is to:

- ensure that the Science Council has a clear strategic focus.
- ensure that the Science Council fulfils its charitable objectives.
- ensure that the Science Council complies with its legal and regulatory requirements.
- act as guardian of the charity's assets, both tangible and intangible, and ensure the financial stability of the organisation.
- monitor and hold management to account.
- be accountable to Members in the delivery of the charity's strategy.

Time Commitment

Formal Board meetings are held quarterly and set around the charity's financial reporting cycle. Board meetings last approximately 3 hours, and usually alternate between morning (10am to 1pm) and afternoon (1pm to 4pm) meetings. The Board also holds strategy development and training sessions throughout the year, in conjunction with Board meetings.

In addition to formal meetings, you will need to dedicate time to reading papers in advance of meetings. Informal meetings between trustees, the Chair and the Chief Executive may be held as required. These will be held online or by electronic communication. There may also be additional time required for ad-hoc work to support the activities of the Science Council. The role requires a commitment of between 10-12 days per annum (this may be higher depending on business needs).

Visit our [website](#) for information on the trustees' role description, matters reserved to the Board and the current Board membership.

Location

Our offices are located near Old Street in London, but we now offer a fully flexible and hybrid home/office working culture. We hold half of our Board and committee meetings online. Where meetings are held face to face, these will be in central London.

The move to predominantly working online has not detracted from the Board's ability to meet regularly and make important decisions regarding future investments in projects and activities to serve our community. Indeed, the growth in the number of online meetings has increased attendance at Board and Committee meetings. Please do not exclude yourself from consideration by virtue of where you live and work. The role is a voluntary non-executive role but you will be compensated for reasonable expenses incurred in the performance of your role.

We require trustees to be UK-based so that they can attend in-person meetings at short notice.

Age requirement

We are keen to hear from people of all ages, but please note that the Science Council requires trustees to be 18 or over.

Honorary Treasurer role description

The Honorary Treasurer is an ex-officio member of the Finance, Audit and Risk Committee and works with the Chief Executive Officer (CEO) and Chair of the Finance, Audit and Risk Committee to monitor the financial administration of the charity. They will keep the Board of Trustees informed on the state of the charity's financial health, in line with good practice, and in compliance with the governing document and legal requirements, including that:

- the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations, as they pertain to finance and accounting matters.
- the charity applies its resources exclusively in pursuance of its objects.
- the property of the charity is protected and properly managed.
- there is proper investment of the charity's funds
- the financial resources of the charity meet its present and future needs.

Particular areas of responsibility will include:

- overseeing the production and presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees and Council at regular intervals;
- leading in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements;
- overseeing that proper accounts and records are kept, ensuring financial resources are spent and invested in line with charity policy, good governance, legal and regulatory requirements, and contribute to the fundraising strategy of the organisation.
- be instrumental in the development and implementation of appropriate financial controls, reserves policy, cost-management and investment policies;
- liaising, where applicable, with the appropriate member of staff responsible for the financial activities of the organisation;
- attending meetings of the Finance, Audit and Risk Committee in line with the Committee's Terms of Reference;
- monitoring and advising on the financial viability of the charity's business and strategic plans;
- overseeing the effective implementation of and monitoring specific financial controls and adherence to systems;
- acting as a counter signatory on charity cheques and important applications to funders;
- liaising with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations.
- liaising with the relevant individual(s) to ensure that the charity's annual accounts are compliant with the current Charities SORP (Statement of Recommended Practice).

Person specification

Essential

- A strong understanding and experience of financial management and accounting within the voluntary, trade or membership body sectors.
- Strong business and financial acumen.
- Ability to analyse proposals and examine their financial consequences.
- Ability to communicate financial information and risk to trustees.

Desirable

- Financial qualification.
- Understanding of charity governance.

Time Commitment

In addition to their trustee responsibilities as stated above, the Honorary Treasurer role requires a commitment of up to an additional 8 days per annum (this may be higher depending on business needs). Specific commitments in service of this role include:

- Attending quarterly Finance, Audit and Risk Committee (FAR) meetings. Meetings are 2.5 hours long. Two meetings are held online and two are held in person in central London.
- Attending General Meetings to provide a financial update to Members. We hold two General Meetings per year, one of which is the Annual General Meeting. Meetings take place online and are approximately 1.5hrs long.
- Attending ad hoc online meetings and tending to email communication with management as required, for example, supporting the annual budget setting process.

How to apply

Thank you for your interest in the role. If you would like to learn more about the Science Council, visit our [website](#). If you have any questions about the role or would like to discuss it with us, please email the Governance and Corporate Services Manager Oliver O'Hanlon (o.ohanlon@sciencecouncil.org).

If you would like to apply, please submit your application [here](#).

Key dates

Applications are open and will be accepted until **Tuesday 2nd January**. Following your application, please let us know if you need further assistance. Following the deadline, the Nominations Committee will shortlist candidates in the week beginning Monday 7th January with interviews taking place on **Thursday 18th January**. We expect interviews to be held virtually. As soon as possible, please let us know if you are unavailable for interview on this date or whether there are any unsuitable times of day on the 18th.

The interview will be an opportunity for us to explore candidates' knowledge and interest in the role, and for candidates to learn more about the Science Council.

Following interviews, the Nominations Committee will make a recommendation to the Board of Trustees in February 2024. The successful candidate will start their term in office at the end of the 2024 Annual General Meeting.

In advance of commencing the role, there will be opportunities for the successful candidate to engage with the Board and key staff and orientate themselves to the Science Council before taking up the position.

Equality of opportunity

The Science Council is strongly committed to equality of opportunity in the provision of its recruitment, selection and employment procedures.

Monitoring is recommended by the Codes of Practice for the elimination of discrimination. In order to monitor this policy, we request that applicants complete an Equal Opportunities Form (which can be found on the application page), which will be used for this purpose and **will form no part of the selection and interview process**.

Applicants must also satisfy statutory requirements in order to become a trustee as detailed below:

You must be at [least 18 years](#) old to be a charity trustee.

Some people are disqualified by law from acting as charity trustees or holding senior management positions within a charity unless authorised to do so by a waiver from the Charity Commission

This includes anyone who has an unspent conviction for:

- an offence involving dishonesty or deception.
- specified terrorism offences or being a designated person (under specific anti-terrorist legislation).
- a specified money laundering offence.
- contravening a Charity Commission Order or Direction.
- offences of misconduct in public office, perjury, or perverting the course of justice.

Automatic disqualification rules also apply to people who are:

- currently declared bankrupt (or subject to bankruptcy restrictions or an interim order) or have an individual voluntary agreement (IVA) with creditors.
- on the sex offenders' register
- [disqualified from being a company director](#)
- removed from a trustee role by either the Commission or the High Court due to misconduct and/ or mismanagement.

As soon as someone becomes disqualified, for example, the day they are convicted of an offence involving dishonesty, they are automatically barred from acting as a trustee. It is a criminal offence to act as a charity trustee while disqualified. However, the Charity Commission can grant a waiver either generally or in relation to a charity or a specific class of charities.

If you are convicted of a relevant offence or become bankrupt and you wish to remain eligible to be a trustee, you may apply to the Commission for a waiver. Any adult person who is not disqualified by law, or prohibited by law, or prohibited by the charity's articles or association, may become a trustee (director) of a charitable company.

ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

Useful links

The Charity Governance Code

<https://www.charitygovernancecode.org/en>

The Essential Trustee, What you Need to Know. The Charity Commission

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/451020/CC3.pdf

Conflicts of Interest: a Guide for Trustees

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>

Science Council Royal Charter

<https://sciencecouncil.org/web/wp-content/uploads/2016/10/Royal-Charter.pdf>

Science Council Bylaws

<https://sciencecouncil.org/web/wp-content/uploads/2022/08/BylawsApprovedOct2021.pdf>

Science Council Regulations

https://sciencecouncil.org/web/wp-content/uploads/2021/10/SC_Regs_AprovedOct2021.pdf

END OF THE RECRUITMENT PACK