

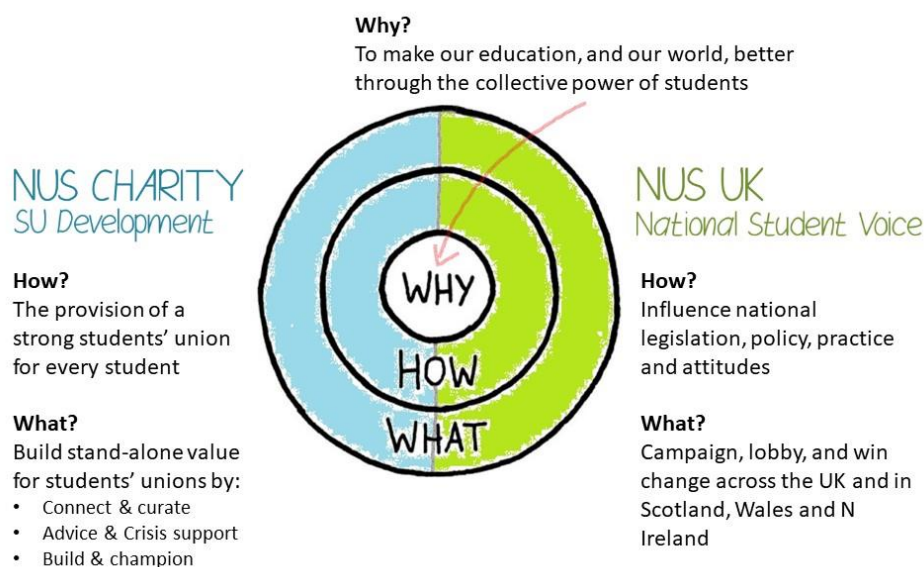
## About NUS UK and NUS Charity

NUS UK and the NUS Charity share a purpose – **to make our education, and our world, better through the collective power of students.**

NUS' purpose is to bring about ahead-of-the-curve change at a scale that students and SUs couldn't achieve alone.

NUS Charity's purpose is to make sure that every post-16 student in the UK has an amazing students' union.

The two organisations collaborate and work together 'shoulder-to-shoulder' to mutually benefit each other, students' unions, and students. The collaboration comprises sharing of board members, working together on projects and services, as well as a group of shared staff. Students' Unions can choose to affiliate to one, or both of the organisations.



## About Finance Committee Members

We are now seeking three new members of our Finance Committee with an enthusiasm for our work and a passion to harness our collective ambitions. We need members who can be excellent custodians of our financial responsibilities, ensuring NUS can exist and thrive in the future.

As a finance committee you'll attend meetings, scrutinise budgets, support the audit process and review any proposals for new spending. You'll have a role in overseeing risk management and financial controls and supporting our finance function in line with our strategies.

## The Finance Committee

The purpose of the committee is to provide good governance and oversight to the group's finance strategy, performance and activities as well as ensuring that there are effective internal financial controls and processes.

It monitors the budget setting and reforecasting process together with the ongoing performance reporting against the budget set.

It ensures that the annual financial statements and accounts are prepared correctly and using the appropriate processes including with external auditors.

It ensures the presence of an appropriate reserves policy and supervises the NUS's assets and investments

This committee reviews any strategies that have finance implications including business plans and advises the boards and management of appropriate courses of action where appropriate.

This committee also has responsibility for audit and risk, including ensuring the effective business planning is in place to manage any risk.

The committee as a whole has responsibilities to:

- Act as a single body;
- Ensure the organisation has a clear strategy or set of goals;
- Ensure the work and goals of the organisation are in line with its stated vision, usually defined in NUS UK's Articles;
- Keep a check on the organisation's finances and activities;
- Act in accordance with the Nolan Committee's Seven Principles of Public Life; and
- Champion the values of our organisation.

NUS expects all committee members to read and agree to our volunteer code of conduct, a confidentiality agreement and a committee member agreement.

## About you

We are looking for members with a background and expertise in finance, risk and audit. Prior board or committee experience is not essential.

As a committee member, you will help NUS ensure effective governance arrangements are in place and rigorously monitor performance.

To help students shape NUS' future direction, you will need to be able to think strategically, be creative and bring a range of different perspectives to the committee to ensure we have an efficient and sound financial operations.

You will be the kind of person who would feel comfortable working in a student-led, democratic environment and who values equal opportunities. You will need to use a highly collaborative style to deliver real progress against a challenging, political mission.

As a committee member you will scrutinize and challenge the financial affairs of the group. This committee closely monitors income and expenditure, budgets, forecasts and long-term plans alongside reviewing working capital, cash-flow requirements and capital expenditure.

We are seeking to recruit the widest possible pool of talent to be Finance Committee Members. We need people who can perform the role of a committee member in overseeing finance and risk

- Relevant financial qualifications
- Experience on a Subcommittee or Board of Directors/Trustees
- Experience at a senior level of financial management, scrutiny and planning
- Understanding of organisational risk
- Understanding of audit practices
- Understanding of risk and strategy
- Ability to understand a budget and to review audited accounts
- A collaborative approach and supportive nature

We want a wide range of applicants with a diverse range of skills who share a common belief in the power of students to make change.

We're totally committed to equality of opportunity for all. We welcome applications from individuals regardless of their age, disability, ethnicity, gender, race, religion, sexual orientation. We particularly welcome applications from black, asian and minority ethnic candidates, as they are currently under-represented as Members of NUS UK and within the sector more broadly.

## Time commitment

The expected time commitment would be:

- Attend 4 x meetings per year. Meetings are typically 4-5 hours and happen every quarter.
- Meetings will usually take place online though there may be a need for certain meetings to be face to face, in which case travel time will be necessary (travel and subsistence expenses will be paid for)
- Approximately 2 hours prep time per meeting
- In certain circumstances there may be a need to attend further ad hoc meetings or discussions with the Chair/staff.

## What you get out of volunteering

### Volunteering

Volunteering is a great way to give back and share the knowledge and expertise you have gained. NUS is a unique place to spend some time volunteering. Through the voices of 7million students we work to create a better world and support students to drive change.

### Expenses

All reasonable expenses will be covered by us for the duration of your service as a volunteer. At all meetings lunch and beverages are provided, travel is arranged by us at no expense to you and any additional costs you incur due to travel are refunded.

### Support

We value the Directors of NUS UK and seek to support them as volunteers. Feedback is a valued part of your experience and throughout your term you will be given opportunities



national union of **students**

to feedback on your experience. During your term any additional access needs or requirements will be supported.

### Induction

We provide a comprehensive induction for board and committee members. In this induction we ensure that committee members understand the organisation's long term strategy and goals for the year ahead, are aware of the organisational risks and understand their responsibilities. The boards and committees also set out a plan for the year ahead on how they will work together, see the meetings working and ensure we receive value from their expertise.

### Meeting others

This is a great opportunity to work with passionate, talented and experienced people from a diverse variety of backgrounds. This role will enable to you make great connections with student representatives, other trustees and colleagues which in turn will develop you as a person and in your career.

### How to Apply

To apply for this position please email your CV (or a link to your LinkedIn profile) and a Cover letter that outlines how your skills, experience and qualifications match the ambitions for the role set out in this pack.

The covering letter provides you with the opportunity to explain your motivation, as well as highlighting how your experience and achievements fit with the requirements of the role.

To apply please email your CV/linkedin profile and covering letter to [membership@nus.org.uk](mailto:membership@nus.org.uk)

**The deadline for application is Thursday 12 June, 12 noon. Interviews are due to take place w/c 23 June.**

If you would like an informal chat about the role ahead of applying please let us know via email to [membership@nus.org.uk](mailto:membership@nus.org.uk)

