



Recruitment Pack

Chair of Finance, Audit, Risk and Compliance Committee

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Welcome

We seek to appoint the Chair of our Finance, Audit, Risk and Compliance Committee (FARCC) who will also serve on our Board of Directors.

SCIAF is the Scottish Catholic International Aid Fund - the official relief and development agency of the Catholic Church in Scotland. We work in partnership with local and church organisations, supporting communities across the world to bring about lasting change. We are inspired by the gospel to tackle the causes of poverty and injustice.



We work with people in the hardest circumstances, so they can overcome their daily struggles and break the deeper causes that create suffering. Reaching out in love to the poorest people, regardless of age, race or religion, we believe in supporting the whole person, including their spiritual wellbeing, political voice, cultural and community life.

The purpose and responsibility of the FARCC is set by SCIAF's Board of Trustees, who recognise that the committee plays a key role in the oversight and monitoring of the work of SCIAF and thus strengthens its accountability. The Committee plays a vital role by contributing technical and professional advice, expertise and constructive critique to staff in the development and approval of strategies and plans with a particular focus on monitoring financial activity. Another key function of the committee is to offer support and advice when requested to the Chief Executive and senior staff.

As a member of the Board of Directors you will be responsible for directing the affairs of SCIAF through efficient, effective and accountable governance, ensuring that the organisation is solvent, well run and most importantly that its activities are in the interests of its beneficiaries – the people who need it most.

This is an important time for SCIAF, as we respond to new challenges around the world. We have almost 60 years' history of success in making a real difference to the lives of poor people around the world, giving them a hand up, not handouts. If you can see clearly how you would build on this success and help us make an even bigger difference, we would like to hear from you.

Should you decide to apply, and if you are successful, you will play a critical role supporting an organisation which serves some of the world's most marginalised people, protecting and nurturing the values of SCIAF which are founded in Catholic Social Teaching, and ensuring that SCIAF can look forward to a thriving future.

I trust this pack will be useful in helping you decide if you have the passion, skills and dedication required for this voluntary position. If so we look forward to hearing from you.

Yours sincerely,

Bishop Brian McGee
Bishop President

Scottish Catholic International Aid Fund

SCIAF is the official relief and development agency of the Catholic Church in Scotland and a proud member of the Caritas family. 196 Clyde Street, Glasgow G1 4JY. Tel: 0141 354 5555. Scottish Charity No: SC012302. Company No: SC197327.

About SCIAF

Our Vision & Mission

A just world, free of poverty, where we flourish and live in harmony with each other and all creation. Compelled by Christ's love, we work with those in the world's poorest places to end poverty, protect our common home, and help people recover from disaster. We inspire loving action in the Scottish Catholic community to sustain our work.

SCIAF helps people climb out of poverty and recover from disaster, regardless of their religion, race, beliefs or background. We are part of the second largest humanitarian network in the world, Caritas Internationalis, which allows us to work in the most challenging places and respond quickly when emergencies strike. And, with a staff of 43 people based in Glasgow, we deliver an impact far greater than our size.

Demonstrating love and compassion

By joining SCIAF, you'll embark on a meaningful and impactful role, helping make a real and lasting difference to the lives of people living in some of the world's poorest places.

We are inspired by Catholic social teaching and represent the Catholic Church in Scotland as their official relief and development agency.

In everything we do, we aim to demonstrate our values of love and compassion – treating everyone with respect and dignity, standing in solidarity with our colleagues and those we serve, and believing in a better tomorrow. In the workplace, this translates into an environment that is supportive, inclusive, innovative and fair – and that's why so many staff at SCIAF have stayed with us for years.

Diversity, Equity & Inclusion

As an inclusive employer, we want our staff to reflect the communities in which we live and work. We aim to cultivate a working environment where all staff feel accepted and appreciated, and where bullying, harassment and discrimination are not tolerated.

We're committed to diversifying our workforce across all roles and pay grades – and we've already made progress. But we know we have to do more. That's why we're dedicated to increasing the representation of currently under-represented groups at staff and board level.

Who we are

We form part of the global Caritas family. Compelled by Christ's love, we help people in the world's poorest places lift themselves out of poverty, work together to protect our common home, and help people recover from disaster.

For five decades, we have reached out to our global neighbours in need, irrespective of their race, religion or background, sustained by the generosity and love of Catholics in Scotland. We work in partnership with local and church organisations, supporting communities across Africa, Asia and Latin America, to bring about lasting change. In times of emergency, we respond anywhere. We put pressure on governments to care for the planet and create a fairer, more peaceful world.

At SCIAF, we are inspired by the gospel to tackle the causes of poverty and injustice. We know poverty is not just a lack of money; it flows from our selfishness, indifference and failure to treat every single person with the dignity they deserve. There is no single source of poverty. A variety of crises and causes combine, creating relentless downward pressure on those who have the least. We always work with people in the hardest circumstances, so they can overcome their daily struggles

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Documents for download:

- [About us - video](#)
- [Accountability](#)
- [Annual Account 2023](#)
- [Impact Magazine 2024](#)
- [SCIAF Strategic Focus 2021 -2025](#)

For more information, please visit our website: [SCIAF - Scottish Catholic International Aid Fund | SCIAF](#)

Appendix A: Finance, Audit, Risk and Compliance Committee Terms of Reference

How to apply

Please read the full Job Description and Person Specification carefully. To apply, please submit:

- An up-to-date copy of your CV.
- A short supporting statement that addresses your motivation for applying for this position.
- Please give details of TWO people we may approach for a reference who can comment on your suitability for this position.

CV and supporting statement should be emailed to recruitment@sciaf.org.uk by Friday 22nd November 2024.

Next steps

Interviews will take place in-person, where possible, week beginning 9th December 2024 at our offices in 196 Clyde Street, Glasgow, G1 4HY.

Safeguarding checks

As an agency of the Catholic Church in Scotland, SCIAF's Safeguarding Policies and Procedures are guided by In God's Image, version 2: Instruction on Safeguarding in the Catholic Church in Scotland 2021.

The position holder will travel overseas to the Global South as required and will therefore come into contact with children and vulnerable adults. SCIAF undertakes to ensure that all staff, volunteers and relevant others, whose work might involve contact with children, will have completed additional recruitment procedures and have obtained a satisfactory PVG Check from Disclosure Scotland. The offer of the position would be subject to these satisfactory checks.



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Role Description

Position title:	Chair of Finance, Audit, Risk and Compliance Committee (FARCC)
Duration	Appointments are expected to last three years, with the possibility of a second term.
Salary:	This appointment is unremunerated, though reasonable receipted expenses will be refunded
Location:	Glasgow
Time Commitment	The Chair is expected to attend and prepare for quarterly FARCC meetings and quarterly Board of Director meetings.
Closing date:	Friday 22 nd November 2024
Interview date:	Week beginning 9 th December 2024 (expected)

Background to the role

The Finance, Audit, Risk and Compliance Committee (FARCC) plays a vital role by contributing technical and professional advice, expertise and constructive critique to staff in the development and approval of strategies and plans with a particular focus on monitoring financial activity.

Overall purpose of role

To direct the affairs of SCIAF through efficient, effective and accountable governance, ensuring that the organisation is solvent, well run and most importantly that its activities are in the best interests of the people we serve.

Key responsibilities

The roles and responsibilities of the Chair of the Finance, Audit, Risk and Compliance Committee (FARCC) are as follows:

As a Trustee of SCIAF:

- To contribute to ongoing business oversight, giving strategic direction, setting overall policy, defining goals, and monitoring performance against agreed targets
- To ensure that SCIAF operates in accordance with rules and regulations as set out in company and charity law, and any other legislation or regulations applicable to its activities
- To ensure that SCIAF pursues its objects as defined in its governing Articles of Association and that it uses its resources exclusively in pursuance of these
- To participate in the appointment of senior staff

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- To protect the good name and values of SCIAF
- Identify risks that could impact SCIAF's operations or reputation and to provide advice on the management of identified risks
- Provide strategic and policy support and advice to the Senior Management Team and other staff as required
- To lead and facilitate the Finance, Audit, Risk and Compliance Committee in carrying out its roles and responsibilities.

As Chair of Finance, Audit, Risk and Compliance Committee:

- To guide the committee when difficult or significant decisions are required, in the light of the principles set out in the Constitution, and to work with the Chief Executive and the Director of Finance and Operations to resolve any difficulties, including reserving decision to the Board of Trustees when necessary
- To be available in between meetings for consultation in relation to any major decisions related to the finance and operations of the organisation and the Committee
- To speak for the Finance, Audit, Risk and Compliance Committee and its work at SCIAF's Board of Trustees meetings
- To offer support, and advice when requested, to the Chief Executive and Director of Finance and Operations
- To discuss and agree the rolling agenda for each committee meeting with Chief Executive and Director of Finance and Operations, and to work with them to develop and propose ways of working for the committee (for example, long-term agenda, regular items, any sub-committees, working or reference groups)
- To work with the Chief Executive and Director of Finance and Operations and the Board of Trustees in identifying and encouraging new members of the Committee
- To attend where possible all committee meetings, and any other relevant meetings.

Safeguarding

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The position holder will travel overseas to the Global South as required and will therefore come into contact with children and vulnerable adults. SCIAF undertakes to ensure that all staff, volunteers and relevant others, whose work might involve contact with children, will have completed additional recruitment procedures and have obtained a satisfactory PVG Check from Disclosure Scotland.

Code of Conduct

All staff and volunteers are expected to adhere to a Code of Conduct which specifies the attitudes and behaviour that all Caritas staff are expected to maintain. The Code is derived from, and closely related to, the Caritas Code of Ethics which prescribes the basic values and institutional practices of Caritas organisations.

“Individuals who care for those in need must first be professionally competent: they should be properly trained in what to do and how to do it and committed to continuing care. Yet, while professional competence is a primary, fundamental requirement, it is not of itself sufficient. We are dealing with human beings, and human beings always need something more than technically proper care. They need humanity. They need heartfelt concern.”

Person specification

Area	Essential	Desirable
Qualifications		
A recognised accountancy or financial qualification, or equivalent professional experience	✓	
Experience		
Strategic leadership experience within financial management	✓	
Experience in a non-executive role focused on a financial specialism in the charity sector	✓	
Organisational planning and monitoring key performance indicators	✓	
Trustee or Committee member in a governance structure	✓	
CEO or senior management	✓	
Strategy and policy development	✓	
Experience of senior level work focused on any or all of - financial reporting, management accounting delivery or oversight, auditing	✓	
Knowledge		
Knowledge of legislative and compliance requirements relevant to the governance of a charity	✓	
Understanding of, and commitment to, SCIAF’s vision, mission, values, strategy and ways of working	✓	

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Understanding of Catholic Social Teaching and integral human development		✓
Understanding of the Catholic Church and its role in emergency response and development		✓
Knowledge and understanding of Caritas and the Caritas Partnership Principles		✓
HR and change management		✓
Property		✓
IT/cybercrime		✓
External communications		✓
Fundraising		✓
Safeguarding		✓
Marketing		✓
Skills and Abilities		
Analysis – analytical and organised, able to deal with a range of complex issues across SCIAF’s internal and external environment.	✓	
Communication, influence and collaboration – well-developed negotiating and influencing skills, with the ability to persuade in a complex stakeholder environment and act as an effective ambassador for SCIAF.	✓	
Numeracy – well-developed financial skills to ensure that resources are channelled effectively to achieve the organisational goals of SCIAF.	✓	
Credibility – models high standards of personal conduct, honesty and integrity that encourages and inspires colleagues and stakeholders alike.	✓	
Innovation – a shrewd, creative, open minded and strategic thinker with a willingness to learn and the ability to identify opportunities for improving the quality and depth of SCIAF’s work.	✓	
Attitude		
Empathy – a genuine interest in the work and ethos of SCIAF, its aims and objectives and a passion for tackling international poverty at its root. A deep awareness of the needs of our partners and project participants and an understanding of our supporters.	✓	

Appendix A

Finance, Audit, Risk and Compliance Committee

Terms of reference

1. Purpose and mandate

The purpose and responsibility of the Finance, Audit, Risk and Compliance Committee is set by SCIAF's Board of Trustees, who recognise that the committee plays a key role in the oversight of all financial aspects of SCIAF's operation and performance so as to ensure short and long term viability. The committee does this by:

- 1.1 Ensuring SCIAF operates within appropriate financial guidelines as set out in its Memorandum and Articles, determined by current charity legislation and by the Board.
- 1.2 Ensuring SCIAF can meet its financial obligations.

2. Membership

- 2.1 Members of the committee are appointed and removed by SCIAF's Board of Trustees.
- 2.2 The term of office is 3 years which is renewable, normally only once.
- 2.3 The committee consists of the Chair who is also a Trustee of SCIAF and not less than three other members who are not employed by SCIAF and have the relevant experience in the field of finance.
- 2.4 SCIAF's Chief Executive and SCIAF's Director of Central Services should attend meetings.
- 2.5 Meetings are also attended by other members of staff or external advisers by invitation from the committee.

3. Chair

- 3.1 The Chair is appointed by the Trustees from amongst the membership of the Board.
- 3.2 The Vice Chair will be chosen from the other members of the Committee.

4. Function

- 4.1 To advise the Board of Trustees and the executive of SCIAF on financial and related matters to enable them to fulfil their duties and responsibilities.
- 4.2 The Committee will therefore perform the functions set out under the following headings:
- a) *Financial strategy:* Development, review and monitoring of a financial strategy that will help SCIAF meet its objectives as set out in the strategic framework.
 - b) *Risk management:* Ensure that an appropriate risk strategy is in place covering key areas of risk (ie. strategic, reputational, operational and financial).
 - c) *Investment Management:* Seek appropriate external investment advice and monitor the wider economic environment to inform the following reviews to be carried out by the Committee and reported on to SCIAF's Trustees:
 - an annual review of SCIAF's investment and
 - a quarterly review of SCIAF's cash flow and investment.
 - d) *External audit:* Advise on the dealings with SCIAF's external auditor (including recommendations of the appointment and removal of the external auditors), review the annual accounts (including the reserves policy) and auditor's management letters and recommend the acceptance or otherwise of the same to SCIAF's Trustees.
 - e) *Budget:* Review and comment on the annual budget in advance of its presentation to SCIAF's Trustees.
 - f) *Management accounts:* Review and comment on the quarterly management accounts (including the balance sheet) in advance of their presentation to SCIAF's Trustees.
 - g) *Internal control:* Ensure there is appropriate review of the effectiveness of the internal controls.
 - h) *Internal audit:* Set up and monitor the implementation of an internal audit programme focusing on financial risks (as outlined in SCIAF's Risk Register, as updated from time to time) and recommend changes to the same as appropriate.

5. Procedures

- 5.1 *Relationship to the Board*
 The committee reports to SCIAF's Board of Trustees through the minutes of its meetings which will be presented to the earliest possible Board meeting

following each of Committee meeting. The committee Chair will make a verbal report to the Board of Trustees at least once a year and an annual written report will also be submitted to the Board of Trustees

5.2 *Frequency of Meetings*

The committee will meet four times a year normally and otherwise if and as necessary. Meetings will be called by the Chair and at least 14 days' notice will be given to the Committee members. Committee members can consent to a meeting being held at short notice.

5.3 *Quorum*

In order to be quorate, three out of four independent members must be present for the Committee meetings. Should a meeting be non-quorate, this will be noted in all recommendations to the Board of Trustees, and in the minutes.

5.4 *Voting*

Decisions will normally be made by consensus. In the event that a vote is considered necessary, this will be by simple majority of the members present and the result will be recorded in the minutes. In event of a tied vote the Chair shall have a second and casting vote. Staff in attendance do not have voting rights.

5.5 *Right of Referral*

Both the Chair has the right to reserve any matter to the Board of Trustees and in particular, those decisions which raise significant policy implications for the whole of SCIAF or concerning which there is considerable dissent within the Committee.

5.6 *Secretary and Minutes*

The HR/Admin Manager, will act as Secretary to the Committee and will keep minutes and other records as required.

5.7 *Working Groups*

The Chair, together with the Chief Executive, can establish Working Groups on particular issues as needed. These groups will report to the full Committee as required

5.8 *Expenses*

Members of the Committee can claim all reasonable out of pocket expenses associated with attendance of the Committee, in accordance with SCIAF's volunteer policy.

6 Information

To assist it in fulfilling its purpose, the Committee will receive or have access to the following papers:

- 6.1 Quarterly: Quarterly financial reporting pack and management accounts.
- 6.2 Annually: Proposed budget, statutory accounts, auditor's management letters and SCIAF Risk Register.
- 6.3 Such further information that is necessary to allow the Committee to competently carry out its duties.