



# Recruitment Pack

## Finance, Audit, Risk and Compliance Committee Member

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## Welcome

We seek to appoint three members to join our Finance, Audit, Risk and Compliance Committee (FARCC).

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 thereby 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.

We have 60 years' history of 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 greater impact, 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 that serves some of the world's most marginalised people, protecting and nurturing the values of SCIAF which are rooted 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,

*+ Brian McGee*

**Bishop Brian McGee**  
**Bishop President**

### Scottish Catholic International Aid Fund

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## 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 & 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 underrepresented groups at staff and board level.

### Who We Are

As 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 six 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

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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 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, and cultural and community life.

### Documents for Download:

- [About us - video](#)
- [Accountability](#)
- [Annual Accounts 2024](#)
- [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 Role Description and Person Specification carefully. To apply, please submit:

- An up-to-date copy of your CV.
- A short supporting statement (no more than two pages) 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](mailto:recruitment@sciaf.org.uk) by 22<sup>nd</sup> August 2025.

To arrange an informal discussion with the Chair of the FARCC, please also email [recruitment@sciaf.org.uk](mailto:recruitment@sciaf.org.uk).

## Next steps

Interviews will take place in-person, 10<sup>th</sup> September 2025 (TBC) at our offices in 196 Clyde Street, Glasgow, G1 4JY.

## 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.

All staff and volunteers are required to adhere to SCIAF's Safeguarding Policy and a Code of Conduct which specifies the attitudes and behaviours that all staff and volunteers are expected to maintain.

## Role Description

|                        |  |
|------------------------|--|
| <b>Position title:</b> | Finance, Audit, Risk and Compliance Committee Member                                   |
| <b>Duration</b>        | The term of office is three years which is renewable - normally only once.             |
| <b>Salary:</b>         | This position is unremunerated, though reasonable receipted expenses will be refunded. |
| <b>Location:</b>       | Glasgow  |
| <b>Time Commitment</b> | Committee members are expected to attend and prepare for quarterly FARCC meetings.     |
| <b>Closing date:</b>   | 22 <sup>nd</sup> August 2025   |
| <b>Interview date:</b> | Provision date – 10 <sup>th</sup> September 2025                                       |

### 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 help 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

- **Monitor the integrity of the charity's annual financial statements**  
 To review key financial reporting issues and the judgments reflected in the statements. In particular, the Committee shall assess and, where appropriate, challenge the following:
  - The consistency and appropriateness of accounting policies, including any changes from year to year.

- The application of relevant accounting standards and the reasonableness of significant estimates and judgments, taking into account the views of the external auditor.
  - The clarity, transparency, and completeness of disclosures within the financial statements, as well as the overall context in which they are presented.
  - The accuracy and coherence of accompanying narrative reports, including the trustees' annual report and any governance or performance statements that fall within the Committee's remit.
- **Internal Control and Risk Management**  
 To review the adequacy and effectiveness of the charity's internal financial controls and broader risk management systems.
    - Review systems for identifying, managing, and monitoring financial and non-financial risks, including regular review of the risk register.
    - Consider internal audit findings and management reports on risk and control effectiveness.
    - Review governance and oversight arrangements for key risk areas annually.
  - **Internal Audit**  
 To oversee the effectiveness and independence of the internal audit function, including:
    - Review and approve the internal audit strategy, annual plan, and significant findings.
    - Monitor management's responses to internal audit recommendations and ensure timely implementation.
  - **External Audit**  
 To oversee the external audit process, including:
    - Recommend the appointment (or reappointment) of external auditors to the Board.
    - Review and approve the external audit plan and scope.
    - Evaluate the auditor's management letter, representation letters, and management's responses.
  - **General**  
 Contribute meaningfully to the work of the Committee and the wider mission of SCIAF.
    - Play an active part in the Committee's work, enabling it to fulfil the purpose set out in the Articles of Association.
    - Bring professional expertise, insights, and independent judgment to the work of the Committee.
    - Maintain an interest in, and awareness of, the whole of SCIAF's work and its impact in its sector of development and humanitarian International NGOs.
    - Attend most, and preferably all, Committee meetings and commit adequate time to preparation, reflection, and staff engagement as necessary.

## Safeguarding

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.

All staff and volunteers are required to adhere to SCIAF's Safeguarding Policy and a Code of Conduct which specifies the attitudes and behaviours that all staff and volunteers are expected to maintain.

## 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 |
|--|-----------|-----------|
| <b>Qualifications</b>  |           |           |
| Educated to degree level or equivalent experience in relevant subject                              | ✓         |           |
| A recognised accountancy or financial qualification  |           | ✓         |
| <b>Experience</b>  |           |           |
| Experience within financial management   | ✓         |           |
| Significant experience within risk management  |           | ✓         |
| Non-executive experience in a finance-focused role within the charity or not-for-profit sector     |           | ✓         |
| Organisational planning and monitoring key performance indicators                                  | ✓         |           |
| Trustee or committee member in a governance structure  |           | ✓         |
| Strategy and policy development  |           | ✓         |
| Experience of attending finance committees /boards at a senior level                               |           | ✓         |
| <b>Knowledge</b>   |           |           |
| Knowledge of legislative and compliance requirements relevant to the governance of a charity       | ✓         |           |
| Understanding of financial accounts and accounting conventions                                     | ✓         |           |
| Understanding of, and commitment to, SCIAF's vision, mission, values, strategy and ways of working | ✓         |           |
| Understanding of Catholic social teaching and integral human development                           |           | ✓         |
| Understanding of the Catholic Church and its role in emergency response and development            |           | ✓         |

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|  |   |   |
|--|---|---|
| Knowledge and understanding of Caritas and the Caritas Partnership Principles  |   | ✓ |
| HR and change management experience  |   | ✓ |
| Understanding of property management   |   | ✓ |
| IT/cybercrime  |   | ✓ |
| <b>Skills and Abilities</b>  |   |   |
| <b>Analysis</b> – analytical and organised, able to deal with a range of complex issues across SCIAF’s internal and external environment.  | ✓ |   |
| <b>Influence and persuasion</b> – well-developed negotiating and influencing skills, with the ability to persuade in a complex stakeholder environment and act as an effective ambassador for SCIAF.   | ✓ |   |
| <b>Numeracy</b> – well-developed financial skills to ensure that resources are channelled effectively to achieve the organisational goals of SCIAF.  | ✓ |   |
| <b>Credibility</b> – models high standards of personal conduct, honesty and integrity that encourages and inspires colleagues and stakeholders alike.  | ✓ |   |
| <b>Attitude</b>  |   |   |
| <b>Empathy</b> – 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. | ✓ |   |

# 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 Finance and Operations should attend meetings.
- 2.5 Meetings are also attended by other members of staff or external advisers by invitation from the Committee.

#### 4. Function

- 4.1 To advise the Board of Trustees and the Chief 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.
  - i) *Policies*: review relevant SCIAF policies as delegated by the Board of Directors

## 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.

### 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.