

## Finance, Risk and Audit Committee Member

The Finance, Risk and Audit Committee (FRAC) is a sub-committee of the UKCP Board of Trustees and undertakes all of its work on the behalf of Trustees. It reports back to the Board, through the Treasurer. The committee is comprised of the UKCP Treasurer, up to 3 UKCP Trustees, co-opted members, the UKCP Finance Manager and other members of the UKCP management team as required.

**We are looking for a registered UKCP member, in good standing, to join the committee.**

### Remit and Function

The committee's main responsibility is to ensure UKCP has effective management and controls of its finances and risk.

The committee's remit and functions include, but are not limited to:

- Reviewing the annual budget presented by the management, ensuring it reflects the strategic direction of UKCP, and recommending it to the Board for approval.
- Recommending the level of the membership fees annually to the Board, in the light of proposals from the management.
- Providing a strategic view (forecast) to enable UKCP to make longer term decisions and develop long term projects.
- Responding to the Board concerning any queries or concerns that may arise.
- Scrutinising the management accounts on a regular basis, and receiving reports on financial performance from the management, to include an assessment of value for money when required.
- Reporting to the Board on the Management Accounts
- Oversight of the UKCP Risk Register
- Scrutinising the Annual Financial Statements and recommending these to the Board for approval together with the Auditors' Report
- Receiving and acting on the Auditors' Report

### Why join us?

Working alongside the other committee members and staff, you will have the opportunity to:

- Get involved in the financial management of UKCP
- Develop your professional networks
- Enhance your own professional development
- Make a difference to the psychotherapy profession
- Enhance your own professional and personal development through working collaboratively with colleagues

### Skills, experience and behaviours

This may be the role for you if:

#### *Knowledge and Experience*

- You have financial or business knowledge
- You can work collaboratively and across disciplines

- You have some experience of committee work

#### *Skills and Abilities*

- You are able to work strategically
- You are able to work collaboratively as part of a committee and engage constructively in debate.

#### *UKCP Behaviours*

You will be expected to adhere to the following behaviours, which are based on the fundamental values on how everyone at UKCP works together:

- Recognise each other's skills, experience and passion.
- Commit to engaging others positively and constructively.
- Accountable for the integrity of the UKCP and the profession we represent.
- Take responsibility for our working culture.
- Lead by example.

#### Time commitment

- The expected term of office is three years
- The FRAC holds 7 meetings per year, 2 hours in length, which are normally held on Fridays between 11am and 1pm
- Meetings are held remotely by Zoom or in-person at the UKCP Office (in-person meetings will be held when it is safe to do so)
- It is expected that members will make a commitment to attend all meetings each year

#### Expenses

This is a voluntary unpaid role. Appropriate meeting-related expenses will be reimbursed in line with the UKCP Expense Policy.