



Scottish Seabird Centre – Seeks an independent member for Finance Audit and Risk Committee

Applications: CV and cover letter to Jill Dryburgh, Business Support Officer info@seabird.org

Closing Date: noon on Wednesday 18 August 2021

Background to Our Charity

The Scottish Seabird Centre is a conservation and education charity (SCO25837). The Charity is supported by its not-for-profit trading activities which are managed by Scottish Seabird Centre Trading Limited (SC183214).

Our vision is to help ensure that Scotland's marine environment is healthy, wildlife rich, valued and enjoyed by all. Our core charitable purpose is inspiring and educating people so that they are motivated to take action to care for the marine environment. We strive for impact through activities delivered under four strategic pillars – conservation, education, community and experience.

Governance

The Charity is led by a Board of Trustees, the Chair and an Executive team. Trustees have a breadth of skills and experience and are central to the delivery of the Charity's governance through the provision of strategic leadership and scrutiny. The Charity Board is supported by a Finance, Audit and Risk Committee (FARC) which comprises three Trustees and an independent member. The Trading Company governance comprises two Trustees, an independent member and the Chief Executive.

A scheme of delegation exists which outlines how the Board delegates implementation of the Trust's strategy to the Executive. The Chief Executive is accountable to the Board for the efficient management of the charity and for the development and implementation of appropriate plans to deliver on the Strategy.

Model of operation

The Scottish Seabird Centre currently employs 35 people in both the management of its visitor attraction and the development of its conservation, education and community activities. The team is supported by a group of dedicated volunteers.

The Charity depends on the income from its not-for-profit trading activities, its valued membership, individual donations and contributions from charitable trusts and foundations. It receives no core funding for its activities and creating a sustainable funding model to secure the implementation of the 3-year business plan (2021-24) is one of the challenges being addressed.

Role of the Finance Audit and Risk Committee

The role of the FARC is to support the Board in its responsibilities for regulatory and financial reporting, responsibilities for risk management, corporate governance and internal control and review of policies related to these. The Committee also monitor how the Trading Company is performing and how well it is meeting the goal of raising funds for the Charity.

Main duties

The FARC, has a full terms of reference which has been approved by the Charity Board. In summary the main responsibilities are:

1. Advise the Charity Board on budget alignment with the Charity's strategic and business plans and review the financial performance in year.
2. Monitor and advise the Charity Board on any issues relating to the Trading Company's financial performance.
3. Ensure that the statutory and financial reporting is accurate and consistent with the accounting policies approved by the Charity Board and OSCR best practice.
4. Oversee the appointment of auditors and ensure that the audit process runs efficiently, with any material issues dealt with.
5. Maintain oversight of the Charity's risk register and review this on a quarterly basis, to ensure all risks are identified and controls implemented to mitigate their impact and likelihood.
6. Provide an assurance to the Charity Board on the effectiveness of the risk management processes.

Person specification

The Scottish Seabird Centre wishes to be fully inclusive and attract applications from the full spectrum of the community, both local and nationwide. We are looking for a qualified accountant (Associate Chartered Accountant, Associate Chartered Certified Accountant or Chartered Institute of Management Accountant) who brings with them:

- An understanding of Charity accounts and the governance requirements for these.
- Demonstrate an understanding of the boundaries of management authority and the appropriate delegation to the Chief Executive.
- Experience of reviewing financial performance and interpreting this.
- Demonstrate a sound understanding of the longer-term financial results and projections of the Charity organisation.
- An ability to advise on steps that may be required to improve performance or mitigate risks.
- Experience of working collectively within a Committee.

Additional Information

Remuneration: This is a voluntary role, although reasonable expenses for travel and accommodation may be claimed.

Location: The Scottish Seabird Centre is based in North Berwick, East Lothian, where most face-to-face meetings and events are held. Online meeting arrangements are available.

Time commitment: The time commitment is about 5 days per annum (4 meetings and paper review).

Term: The terms is for an initial 3-year period, although this can be extended for a further term.

Application information

How to Apply: Please submit an up-to-date CV and cover letter outlining why you wish to support the Scottish seabird Centre, by noon on Wednesday 18 August 2021. Please supply the names and contact details of two referees. Details should be sent to Jill Dryburgh, Business Support Officer, info@seabird.org.

Assessment for this Appointment: Assessment will be a two-stage process – review of CVs and supporting statements with those who most closely meet the requirements invited to have conversation with the Chair of FARC and the Chief Executive.