



APPLICATION INFORMATION PACK – TERMS OF REFERENCE

ROLE:	MSF UK Trustee, Treasurer to the Board
DEPARTMENT:	Board of Trustees
DURATION:	A Term of 3 years, with option for an additional Term
REPORTS TO (JOB TITLE):	Chair of the MSF UK Board of Trustees, MSF UK Board of Trustees, MSF UK Association
SALARY:	Not remunerated. Reasonable and proper expenses incurred to fulfil trustee business will be reimbursed

ABOUT THE MSF UK BOARD OF TRUSTEES

The Board of Trustees ensures that MSF UK adheres to MSF's core principles and values and conducts its business in an effective and efficient manner, with due care and accountability, responsible management of resources, and in compliance with all legal and regulatory requirements.

MSF UK is a charitable company limited by the guarantee of its members who delegate governance responsibilities to the Board of Trustees.

Association members, the company law members of MSF UK, elect the majority of trustees. Most Trustees have a medical background, but Trustees with different backgrounds are also elected, or co-opted to ensure the Board maintains an appropriate mix of skills and experience.

Each Trustee holds office for three years, after which they may stand for re-election or be considered again for co-option, for a total mandate not exceeding six years. Newly appointed Trustees are offered internal and external training on Trustee responsibilities.

The Board meets at least 7 times a year to oversee the management of MSF-UK's business, ensuring that its activities are in line with its charitable objects, in the best interests of MSF UK and in compliance with the Charity Commission's guidance.

As well as meeting together as a Board, trustees participate in Board sub-committees, alongside relevant MSF UK staff members, to advise the Board on specific matters. Trustees with business acumen expertise and financial management experience take a leading role in the Audit and Risk committee and the Remuneration Committee

Many trustees also act as 'Board Links' to designated departments, allowing them to effectively keep the Board updated on key areas of MSF UK's work.

Although the formal legal powers of the Board of MSF UK are limited to the UK charity itself, individual trustees can contribute in international committees. By doing so, they help monitor the use of MSF UK's funds, help ensure that the people it seconds to partner organisations are adequately supervised and protected and promote the success of the movement.

Structure:

Médecins Sans Frontières (UK) is a registered charity (charity number 1026588) and a company limited by guarantee (company number 02853011), the guarantee of its members.

Association members, the company law members of MSF UK, delegate their governance responsibilities to the Board of Trustees.

Trustees act and justify actions in the best interests of MSF UK, in the best interests of the charity and compliance with the Charity Commission's guidance.

The chair of the Board leads and coordinates the board's governance activities, with the support from MSF UK's Executive Office Team.

ROLE PURPOSE

Acting together in the best interests of MSF UK, Trustees each bring their diverse expertise, experience, and perspectives to fulfil the Board's governance responsibilities. The Board of Trustees is looking to co-opt Treasurer to guide the board on issues relating to control, risk, and compliance with a focus on business and finance processes.

Your overall purpose will be:

- To monitor the financial administration of MSF UK and report to the Board at regular intervals, in line with best practice, on the robustness of internal controls, management accounting and budgeting.
- To ensure healthy management by the Board of agreed risks by overseeing the maintenance of the MSF UK Risk Register, which is a key tool for the governance of the organisation
- To ensure compliance with the Articles Association of MSF (UK), the Charities Statement of Recommended practice (SORP), and other applicable legislation including Company and Charity law.
- To provide financial advice and guidance to the board on strategic finance and investment issues.

You will be asked to play a leading role on the MSF UK Board's Audit and Risk committee, chairing the committee, join the Remuneration Committee and our Operational partner's Audit Committee.

DIMENSIONS

Médecins Sans Frontières UK (MSF UK) raises money and recruits staff to support the work of MSF's medical humanitarian projects around the world. MSF UK also raises public and political awareness of MSF's work within the UK and provides strategic and technical support to MSF's projects.

In 2021, MSF projects provided lifesaving medical care where it is needed most in 72 countries, and 87 per cent of MSF UK's total expenditure was in support of our medical humanitarian work and social mission costs.

In 2021, MSF UK's income totalled £68.0 million. Of this, 93 per cent came from donations and legacies, with the rest coming mostly from charitable activities. Of our total expenditure, £49.9 million was given as grants to other MSF sections, with £48.6 million going directly to MSF projects and social mission overseas.

Guided by the MSF UK Board's Audit and Risk Committee, the Board is responsible for setting risk appetite and monitoring risk improvement activities. To do this the Board are maturing an Axelos Management of Risk methodology and information security standard approach, adopted in 2021-22.

CONTEXT

MSF UK is part of an international movement of independent legal entities, bound by their shared name and identity, and a shared commitment to the MSF Charter and its principles. Each MSF office, including the UK, plays a part in providing staff, resources and budget to the MSF operational centres, so that they can maintain MSF's projects and ensure we are working where we are needed most.

In 2021, MSF UK:

- deployed 147 UK staff to medical humanitarian projects in 38 different countries around the world.
- Fundraising activities
- raised £63.5 million in donations and legacies
- combined research and medical humanitarian experience to help shift understanding and practice across the professional landscapes of medical humanitarianism.
- Provided Advocacy, communications and representation support to MSF's priorities both in the UK and across the MSF movement

MSF UK does not normally manage medical humanitarian projects directly. These are run by MSF's operational centres.

The MSF UK Board of Trustees ensures that the charitable company limited by the guarantee, MSF UK adheres to MSF's core principles and values, conducts its business in an effective and efficient manner, with due care, accountability, and responsible management of resources, and in compliance with all legal and regulatory requirements.

We participate in the broader governance of the MSF movement in a number of ways, in particular through our close relationship with the OCA operational centre.

MSF UK Trustees, sit on the OCA Council, which has an advisory relationship to the Board of MSF Holland overseeing operations, and the MSF UK Treasurer sat on the OCA Audit Committee, which supports the work of the OCA Council.

ACCOUNTABILITIES

Overall purpose:

- To monitor the financial administration of MSF UK and report to the Board at regular intervals, in line with best practice, on the robustness of internal controls, management accounting and budgeting.
- To ensure healthy management by the Board of agreed risks by overseeing the maintenance of the MSF UK Risk Register, which is a key tool for the governance of the organisation.
- To ensure compliance with the Articles Association of MSF (UK), the Charities Statement of Recommended practice (SORP), and other applicable legislation including Company and Charity law.
- To provide financial advice and guidance to the board on strategic finance and investment issues.

Description of Tasks:

1. Leads the Board, with the support of the Audit & Risk Committee, in its duty to ensure that proper accounting records are kept, assets of the charity are protected and financial resources are properly controlled in line with good governance and legal and regulatory requirements.
2. Oversees the production and presentation by management of budgets, management accounts and annual financial statements to the Board of Trustees.
3. Oversees the UK policy on reserves to maintain it within the MSF movement directions and ensure that its investments maintain the ability to utilise reserves in the field in the event of any income shortfalls or unexpected operational expenditure requirements.
4. Ensures accounting and reporting requirements set by the MSF movement are met, alongside UK statutory and regulatory body requirements.
5. Works with relevant members of the MSF UK management team to ensure that systems and procedures regarding internal financial management and external accountability are in line with best practice.
6. Is responsible for overseeing the relationship with the external auditor, and ensuring due process in appointing new external auditors when required.
7. Is responsible for the presentation of the annual financial statements to the MSF UK Association general assembly.
8. Liaises regularly with Head of Finance and the Executive Director on matters regarding finance, accountability, risk management, transparency and (when applicable) probity.
9. Contributes to the development and implementation of effective governance within the OCA by attendance at OCA Audit Committee meetings in person and by video/tele conference, including challenging OCA financial planning and performance with respect to operations.

KEY SKILLS AND EXPERIENCES REQUIRED

We are looking for candidates with a well-rounded experience of financial management in a complex organisation, most likely in a leadership position. The selected candidate will take on the responsibility of Treasurer to the UK Board.

- Candidates will have a strong financial management background and will have managed or overseen sizeable budgets and operations.
- The ideal candidate will have worked as an auditor, or with auditors as an audit client. We are looking for understanding of statutory and internal audit processes.
- The ideal candidate will likely be a qualified accountant or have qualifications in business, economics, or finance.
- We expect candidates to demonstrate a good understanding of the UK charity sector, but we welcome candidates from other sectors.

- The candidate will need to demonstrate the ability to challenge and question budgets and operational processes.
- Excellent communication skills are essential to work in a multi-cultural, international environment.
- Board experience will be a plus but is not a requirement, the selected candidate will work closely with the out-going Treasurer for a short period and we have an induction programme to welcome new trustees.
- We are not looking for investment expertise (MSF UK invest funds) but we value a strong operational background in a finance team.
- Additional compliance, legal and regulatory competencies are a plus

ADDITIONAL INFORMATION

Diversity, Equity and Inclusion

We are a welcoming, diverse, and inclusive organisation. MSF UK thrives when everyone feels comfortable bringing their best self to work. We celebrate difference, whilst striving to create an environment where colleagues feel respected and valued for their unique potential. We are committed to our values on equity, diversity, and inclusion. Please read our [Equality & Diversity policy](#) for more information.

MSF UK is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community.

Safeguarding

MSF UK/IE is dedicated to safeguarding everyone who comes into contact with the organisation, for whatever reason and however brief. All posts are subject to safer recruitment process which include robust reference requests, scrutiny of employment history and where applicable criminal record and barring checks.

Our safeguarding commitment is underpinned by policies and procedures which encourage and promote safe working practice across the organisation. On joining MSF UK/IE you will be required to attend safeguarding training to ensure responsibility for and maintaining safe working practice and to safeguard our teams, beneficiaries, and communities.

HOW TO APPLY

For more information, candidates are invited to read the 2021 annual report of MSF UK, available on our website, which details the specific work and responsibilities of our UK charity. For information on the movement, please see the 2021 International Activity Report and International Financial Report of the MSF movement, available on www.msf.org.

Please apply on our website by submitting a copy of your **CV** together with a **letter of motivation (please upload as one document)** by the closing date.

Incomplete applications will not be considered.

Application checklist

Please check that you have included the following in your application:

- An up-to-date CV
- Letter of Motivation, which is a supporting statement demonstrating how you meet the key requirements of the role

Recruitment timetable:

- **Closing date for applications: 31 March 2023, 11.59pm (BST)**
- **Interviews: 10 April 2023**

Accessibility

We are committed to removing barriers for people with specific accessibility needs. If you need an adjustment to the recruitment process to be considered for the role, please let us know by contacting recruitment.UK@london.msf.org.

Examples of adjustments we can make:

- offering you an alternative if you are unable to use our online application system
- providing necessary information, such as the job description or assessment materials, in an alternate format
- allowing you to have someone with you during an interview for example, a Sign Language interpreter.

For further information about the role please contact simon.heuberger@london.msf.org

For questions, issues or further information, please contact Recruitment.UK@london.msf.org.

We look forward to receiving your application!