

# The Oxford Trust

# Appointment of Trustees

October 2024

## **About The Oxford Trust**

*See separate Board pack.*

## **Role Profile for Chair of the Finance & Investment Sub-Committee**

### **Responsibility to the Board of Trustees:**

Our Trustee Board is the legal entity, which is ultimately responsible for everything that the Trust does and is accountable for the organisation's financial regularity and all other aspects of propriety. The Board is made up a group of volunteers who hold the financial and legal responsibility for everything the Trust does. They bring a wide range of knowledge, expertise and experience to the charity and are responsible for setting the direction, and approving, our strategic plans, annual budget and Annual Report & Accounts.

The most effective Boards benefit from individuals from a diverse range of backgrounds, experiences and skill sets. Across The Oxford Trust's team, we cultivate a culture of inclusion that respects individual strengths, views, and experiences. We believe that our differences enable us to be a better team – one that makes better decisions, drives innovation, and delivers better outcomes for those we were set up to serve.

### **What the Chair of Finance & Investment Sub-Committee Trustee role entails:**

The role will provide leadership to help ensure that the charity's external and internal (where applicable) audit functions are operating efficiently and effectively to ensure that the risk management process adopted by the charity enables the identification of key risks as well as the internal controls to mitigate these risks and ensure the charity maintains adequate and effective financial controls and processes. The committee monitors on-going financial matters, investment strategies, capital projects and cashflows.

### **What we are looking for:**

We are looking for a dedicated and passionate Trustee to join our Board as chair of our Finance and Investment Committee (FISC), with specific skills and expertise in financial management, ideally bringing charity finance experience.

The Finance and Investment Committee (FISC) is a sub-committee of our Board that assures we have suitable financial systems, reporting and controls in place, that they are working effectively, that

risks are properly identified, managed, mitigated and reported. FISC is currently chaired by a long serving member of the Board.

We welcome applicants who have:

- Strong empathy with The Oxford Trust's mission.
- Significant experience of strategic financial leadership, ideally including charity finances.
- Demonstrable experience of working at a senior leadership team or Board level.
- Good, unprejudiced judgement and strategic vision.
- An understanding, awareness, and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An understanding of working in both a science-based business (innovation) and charity (education) environment.
- Lived experience with underserved or underrepresented groups.

### **What we ask of you and your time:**

The Trustee role requires a commitment of between five and six days per annum; this includes attending approximately four Board meetings (including the Annual General Meeting), four sub-committee meetings per year and strategy half-day, plus providing assistance and guidance to the CEO as reasonably requested.

Our Finance Committee meets at least every three months, around one to two weeks in advance of the Board. These meetings are normally remote/virtual, generally lasting one hour, on a weekday morning.

### **Personal statement from current Chair:**

*Dear Prospective Chair of Finance Committee,*

*I have been a Trustee of The Oxford Trust (TOT) since 2016, and finance committee chair for 6 years, and have thoroughly enjoyed my time with the Trust.*

*The Oxford Trust offers a unique combination of being able to support exciting young businesses and exciting young scientists.*

*The Trust's mission to support innovation is fascinating. The Wood Centre for Innovation is a key element of Oxford's broader support for life sciences and the new Aspen building project is an important opportunity to develop this further. The Trust contributes significantly to the wider Oxford ecosystem.*

*The Trust's mission to support STEM education is truly inspiring. The Science Oxford Centre is very impressive and is complemented by the outreach activities into both schools and the wider community.*

*The Trust is a nice size: big enough to matter, but small enough that it retains a family feel. Following the sale of Macclesfield House, it is also on a much sounder financial footing than comparable charities of its size. The CEO and Finance Manager are very proficient, but the Chair of FISC's help and guidance is both required and welcomed.*

*The Trust punches above its weight in terms of the calibre of its Trustees: a diverse and committed group of individuals, who are welcoming and team focussed.*

*I recommend this opportunity to you and hope that the successful candidate enjoys it as much as I have done.*

*Paul Dean*

### **Terms of office:**

This is a voluntary role for a period of three years, with the potential for renewal for up to a further two three-year terms.

### **Application process:**

Please provide an application letter that sets out your skills, experience and why you would like to join our charity board. A CV or LinkedIn profile is optional. This should be sent to [CEO@theoxfordtrust.co.uk](mailto:CEO@theoxfordtrust.co.uk)

### **Timelines:**

Applications must be received by **30<sup>th</sup> November 2024** and will be reviewed by the Board within the following week.

A successful applicant/s will meet with the Chair of Trustees, Chair of FISC and CEO in person, where possible, with a view to potential nomination at the December board meeting (18<sup>th</sup>) and the term of office will begin as of January 1<sup>st</sup> 2025, or as mutually agreed.