

# Appointment of **Board Member and Chair of Finance Committee**

November 2016





## 01 AN INTRODUCTION

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The UCAS Board is seeking to appoint a Trustee who will serve as the Chair of the UCAS Board's Finance Committee, and a member of the Remuneration Committee. Initial expressions of interest are sought by Wednesday 30 November 2016.

UCAS, a registered charity, is the world's largest central admissions service for higher education. UCAS' vision is that we are at the heart of connecting people to higher education. Our mission is to inspire and facilitate progression in education through information and admissions services. Our charitable objects are to advance education, and to assist in the advancement of education.

Every year we manage over four million applications from 800,000 students, enabling around 600,000 people to secure a place at one of 400 universities or colleges or 1,200 schools.

Although we're best known for providing national admissions services, we also aim to inspire and help young people to make good choices about their education at 16, 18 and beyond, whether they're interested in university, an apprenticeship or further study.

Our rich data assets and analytical expertise enable us to offer a unique perspective on progression and admission to higher education and we make a significant and growing contribution to national debates about education, access and social mobility.

UCAS employs c.500 people and is entirely self-funding through income from applications, universities and colleges, and through revenues generated by its wholly owned commercial subsidiary, UCAS Media Ltd. Its annual budget is around £42million and the organisation is based in Cheltenham, Gloucestershire.

UCAS has set itself a challenging strategy to modernise its services and to embrace digital technology. We want to offer more and better services to learners and those who support them, as well as ensuring that universities and colleges can efficiently recruit and select the students they want in an increasingly challenging, market-driven environment.

UCAS was incorporated in 1993 and is a company limited by guarantee. It is registered as a company in England, as a charity in England and Wales, and as a cross-border charity in Scotland, with charitable objects to advance and assist in the advancement of higher, further, and secondary education.

For more information, links to UCAS's corporate strategy and governance pages can be found here:  
<https://www.ucas.com/sites/default/files/ucas-corporate-strategy-2015-2020.pdf>  
<https://www.ucas.com/corporate/about-us/corporate-governance>



## THE ROLE

### BOARD MEMBER AND CHAIR OF FINANCE COMMITTEE - PURPOSE OF POST

The charity has a skills-based Board of 12 trustees. Our trustees provide strategic guidance and scrutiny and are accountable for ensuring that UCAS' strategy demonstrably meets its charitable objects and delivers public benefit. The Chief Executive customarily attends the Board accompanied by other UCAS Executives as appropriate. The Board is supported by Audit, Finance, Remuneration, and Nominations committees.

Although the majority of our Trustees are from a higher education background, trustees are selected and appointed based on their specific skills, experience and expertise. The Board is also keen to ensure that Trustees from the higher education sector are drawn from a diverse range of providers, with a geographical spread that encompasses the whole of the UK.

UCAS also has an advisory Council representing its customers and stakeholders. The role of the UCAS Council is to challenge and inform the work of the UCAS Board, to give feedback to the Board on the organisation's performance, and to inform the strategic direction of UCAS.

We currently have a vacancy for a trustee with the experience detailed below to serve as a Board member and the Chair of the Finance Committee. The successful candidate will also be asked to serve as a member of the Remuneration Committee which currently meets once a year.

## 02 PERSON SPECIFICATION

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The Board is looking for an individual who can bring some or all of the following:

### **Knowledge and experience**

- Chartered accountant or equivalent with extensive, current experience of financial management and good practice including financial reporting, business planning, budget, expenditure, management accounts, pension scheme experience/membership, and audit.
- Significant experience of operating at board and/or committee level in a complex private or public sector organisation.
- Effective communication and interpersonal skills, and experience of influencing at the highest levels and fostering productive relationships across complex and wide-ranging stakeholder groups.
- Strong evidence of strategic planning and decision making, commercial acumen, and an understanding of risk and performance management.
- Experience of or interest in the current challenges facing higher education, both in the UK and overseas.
- A breadth of vision and a demonstrable understanding of the principles of good corporate governance.
- Awareness of the modern regulatory environment.
- Experience of charity regulation and management.

### **Additional requirements**

- The judgement to digest and act upon large amounts of written material, and the ability to consider and challenge the procedures and objectives of a public service provider in a constructive manner.
- A record of championing equality of opportunity and diversity.
- A personal style that demonstrates authority, confidence, and commitment.
- Access to a network of contacts in government, business, and the education community.

### **Specific skills requirements**

In addition to the above, for this role we are ideally seeking someone who has a broad range of senior financial management experience gained in business and/or the higher education sectors. Experience in one of the service sectors, digital media and/or the technology sectors would be highly desirable.

We would be particularly interested in expressions of interest from individuals who have the following:

- Understanding of technology investments, sourcing or partnerships
- Commercial experience, particularly related to income generation and/or IP management
- Experience of development of commercial and business partnerships.

## 03 TERMS OF APPOINTMENT

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Trustees are appointed for a fixed term of four years and this can be renewed for a further period of between one and four years as determined by the Board.

The appointments on the Finance and Remuneration Committees ordinarily run concurrently with the trusteeship on the Board.

The UCAS Board meets five/six times a year, the Finance Committee meets three times a year, and the Remuneration Committee meets once year. The meetings are held in Cheltenham or London.

The appointment is without remuneration but reasonable expenses will be reimbursed. Although this role is unremunerated, we believe that candidates will find this a highly interesting and fulfilling role given the unique role that UCAS plays as part of the national infrastructure of UK education.

## HOW TO APPLY

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Saxton Bampfylde Ltd is acting as an employment agency advisor to UCAS on this appointment.

Candidates should apply for this role through our website at **[www.saxbam.com/appointments](http://www.saxbam.com/appointments)** , using the reference **VOOG**

Click on the '**apply**' button and follow the instructions to upload a CV and cover letter, and complete the application and equal opportunities monitoring\* form.

The closing date for applications is noon on **Monday 5 December 2016**.

If you are unable to apply through the website, please email **[belinda.beck@saxbam.com](mailto:belinda.beck@saxbam.com)** quoting reference VOOG

*\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*