



Supporting LGBTI+
Young People in Ireland

Volunteer Recruitment Pack

Finance, Audit, and Risk Committee Member

Table of Contents

Table of Contents	1
Welcome from the Chairperson of the Board of Trustees	2
About BeLonG To Youth Services	3
The Role of the Finance, Audit, and Risk Committee	3
Terms of Reference.....	4
Time Commitment.....	6
Period of Appointment.....	6
Remuneration	6
Responsibilities of Members	6
How to Apply	7
Knowledge, Skills, and Experience	8
Other Information	9
The Protection & Safeguarding of Children and Vulnerable Adults.....	9
Confidentiality.....	9
Conflicts of Interest and Loyalty.....	9
Non-Compete/ Non-Solicitation.....	9
Data Protection and Privacy	9
Misc.....	10

Welcome from the Chairperson of the Board of Trustees

February 2021

Dear Applicant,

Thank you for your interest in becoming a member of the Finance, Audit, and Risk Committee of BeLonG To Youth Services. I hope you will find this recruitment pack informative and of value in supporting your decision to join the committee.

Our Board is united in its passion for improving the health, safety, and equality of LGBTI+ young people through a sustainable and excellently run professionally based Charity. Last year the Board of Trustees won the 'Board of the Year Award' in the Charities Excellence Awards.

We are currently looking for motivated and committed individuals who share the Charity's values and bring experience and expertise at a strategic level in one or more of the following areas:

- Accounting experience, particularly in respect of financial management, and financial reporting (with a professional accounting qualification)
- Knowledge of charity governance arrangements including the Charities SORP

A strong profile in the third, public, or corporate sector would be advantageous.

Successful applicants will be expected to undergo induction training prior to commencing in their role as a committee member.

We encourage applications from all sections of society however we would be particularly interested in applications from individuals who identify as Transgender, Non-Binary, disabled people and people coming from a BAME background.

If you are interested then please read the rest of this pack with further information on the organisation, what the role entails and how you can apply.

In Pride,

Nikki Gallagher

Chairperson of the Board of Trustees

About BeLonG To Youth Services

BeLonG To Youth Services is the largest youth and community based organisation for lesbian, gay, bisexual, transgender, and intersex (LGBTI+) people in Ireland. It was established as a national charity in 2003.

The charity's **vision** is a world where LGBTI+ young people are equal, safe, and valued in the diversity of their identities and experiences. Its **mission** is to support LGBTI+ young people as equals to achieve our vision through youth work, changing attitudes, and research.

We suggest that before you complete your application form that you visit our website www.belongto.org where you can view many aspects of our work including our annual impact reports.

The charity's **values** as those of Inclusion, Integrity, and Respect in an environment of Honesty and Openness. Our purpose is to create a Welcoming, Supportive, Safe and Fun space for LGBTI+ young people. We are committed to Collaboration and Youth Participation. We believe in Solidarity and Intersectional Equality, and our work focuses on Human Rights and Social Justice. We are dedicated to Continuous Improvement in everything we do.

BeLonG To's activity is groups into five themed internal areas of work (Youth Work Matters, Building Safe Spaces, Empowering Allies, Campaigning for Change, and Organisational Development & Learning).

The Role of the Finance, Audit, and Risk Committee

The Finance, Audit, and Risk committee plays a key role in the effective governance of the charity ensuring there is effective: risk management, internal control, external and internal audit, value for money arrangements and financial systems in the charity. The Finance, Audit, and Risk committee reviews matters such as the annual accounts on behalf of the Board of Trustees and makes assurances to them. The committee has oversight of the assessment of organisational risk.

BeLonG To Youth Services has charitable status and is a company limited by guarantee (not-for-profit) and complies with Audit requirements of the Companies Act and reports its Annual Financial Statements according to the FRS 102 and Charities SORP. In 2019 the charity's turnover was €1,218,261.

The Finance, Audit, and Risk Committee consists of seven members. Currently there are three trustees, one external member (currently under

recruitment) and three senior staff members. Members in attendance include: Board Chair, Deputy Board Chair, Honorary Treasurer, Finance Manager, CEO, & Head of Operations and Fundraising, Corporate Secretary

Terms of Reference

Composition

The sub-committee shall consist of at least three directors amongst its membership and at least one of the sub-committee members from the Board shall have recent and relevant financial experience and one other shall have recent and relevant risk management experience. The Chair of the Board may not be the Chair of this sub-committee but may act as a sub-committee member. Membership should be between 3 and 5 people.

Role and Functions

- 1) To monitor the financial activities, controls and budget of BeLonG To Youth Services and to make recommendations to the Board regarding same.
- 2) To monitor the progress of fundraising performance against agreed key performance indicators.
- 3) To recommend and monitor the annual budget.
- 4) To review and monitor the effectiveness and adequacy of internal control measures for accounting and financial reporting function to ensure that the financial statements are accurate and prepared in accordance with company and charity accounting rules and best practice.
- 5) To make recommendations to the Board about the appointment, pay and conditions of the external auditor.
- 6) To oversee the terms and effectiveness of the annual audit process and any other internal or external audits as may be judged necessary.
- 7) To receive and review audit reports and resulting management letter, to oversee the implementation of the recommendations and report on same to the auditors.
- 8) To oversee and provide ongoing monitoring of the organisations risk register.
- 9) To oversee the risk management & mitigation process and annual review of same by the Board across all areas of risk to which the organisation is exposed.

- 10) To ensure that there are arrangements in place by which staff of the organisation may, in confidence, raise concerns about possible improprieties in financial or other matters.
- 11) To seek and obtain any necessary information from employees, either through their attendance at its meetings or by way of written explanation, or production of documents and all employees are directed to cooperate with such request.

The sub-committee is authorised by the Board to obtain outside legal or independent professional advice, at the company's expense, if it considers this necessary for the effective performance of its duties. The sub-committee shall only hold the delegated authority as outlined above. Full decision-making authority still lies with the Board of Directors.

Appointment and Review

This sub-committee shall be considered a 'standing sub-committee' of the Board, however, be subject to an annual review of its terms of reference and membership at the **January** Board meeting in each year. The Board shall fill casual vacancies occurring in membership of the sub-committee.

Meetings, Attendance, Quorum, and Minutes

The sub-committee shall meet at least 4 times per year. All meetings shall be convened by not less than seven days' notice in writing (emails or letters). An agenda decided by the Chairperson of the sub-committee in consultation with the Secretary shall be circulated with the notice.

Attendance may be requested of other Board members, employees, or representatives of the external auditors as the sub-committee deems fit.

A Quorum for a meeting of the sub-committee shall be deemed formed once there is one-half of the number of members entitled to be present at a meeting.

The Secretary of the sub-committee shall report the frequency of, and attendance by members at meetings of the sub-committee in the annual reports; and shall make available the committee's terms of reference.

Members:

Treasurer *(who shall act as the committee's
Chairperson)*
Chairperson of the Board
Deputy Chairperson of the Board
An External and Independent Person appointed by the Board

Staff Roles Ordinarily Invited to Attend the Sub-Committee:

CEO

Finance Manager

Head of Operations & Fundraising (*shall act as Secretary to the committee*)

Time Commitment

The Finance, Audit, and Risk Committee meets on average once per quarter in Dublin, remote participation can be facilitated where necessary. On average meetings last approximately 2 hours and commence at 16.30.

Period of Appointment

Appointments will normally be made for a period of three years (subject to probation of one year), with the option for re appointment for a further term of three years.

Remuneration

In common with most Charity's, there is no remuneration directly associated with member of Committees, but the charity will meet reasonable expenses incurred in connection with membership of the Finance, Audit, and Risk Committee or activities on behalf of the Charity in accordance with our published expenses policy.

Responsibilities of Members

Finance, Audit, and Risk Committee members provide high level oversight to ensure adequate control arrangements are in place to support management and provide assurance to the Board of Trustees. This work is distinct from the executive management of the charity, responsibility for which rests with the Charity's senior managers.

External members are asked to bring their expertise and experience to bear on this work. All members will question intelligently, debate constructively, challenge rigorously, and decide dispassionately, having

listened sensitively to the views of others, inside and outside meetings of the Finance, Audit, and Risk committee.

As part of their work on the committee, members are expected to gain an understanding of the Charity (its objectives, risks, structure, and culture), as well as the legal and regulatory framework governing the organisation.

How to Apply

Please send your CV and a covering letter to secretary@belongto.org. This should state why you are interested in joining the committee and what skills and experience you could bring to the Charity.

The **closing date for applications** is **12 noon** on **Monday 8th of March, 2021**.

Who can apply?

To be a member of the committee you must:

- not be disqualified from being either a Director of a Company or the Trustee of a Charity (i.e. a bankrupt or have a court order saying you cannot be a Director of a Company or Trustee of a Charity). Further information is available at www.cro.ie and www.charitiesregulator.ie
- be 18 or over.
- be willing to undergo Garda Vetting, (having a criminal record does not automatically disqualify a person in terms of rehabilitation of offenders).

What happens next?

- The Governance and Quality committee will consider all applications received against the person specification set out below and will shortlist those applicants who best meet it. Shortlisted candidates will then be contacted and invited to an informal interview (more than a chat, less than a formal interview).

Knowledge, Skills, and Experience

Essential:

- Accounting experience, particularly in respect of financial management and financial reporting (with a professional accounting qualification).
- Senior management experience in a growing organisation.
- Knowledge of corporate governance arrangements.
- Ability to challenge rigorously and debate constructively.
- Strong communication and inter-personal skills.
- Ability to analyse and weigh up complex information and reach a decision.

Desirable:

- Knowledge of the third/ charitable sector.
- Knowledge or experience of audit and auditing practices.
- Knowledge or experience of health and safety.
- Knowledge or experience of risk management and oversight.
- Knowledge or experience of FRS102 and the Charities SORP.

Other Information

The Protection & Safeguarding of Children and Vulnerable Adults

BeLonG To Youth Services has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to always follow this policy and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisations Safeguarding and [Child Protection Policy and Vetting Policy](#) is available for review on our website.

Confidentiality

Due to the nature of this work the post holder will often be party to highly confidential and very personal matters – they must therefore be committed and able to always maintain the very highest standards of confidentiality.

Conflicts of Interest and Loyalty

A condition of taking up the voluntary role on the committee by successful candidates will be to declare any conflicts of interest or loyalty in accordance with the charity's policies and to keep the Company Secretary informed of any changes in your personal circumstances that might give rise to a real or perceived conflict of interest or loyalty.

Non-Compete/ Non-Solicitation

A condition of taking up the voluntary role on the committee by successful candidates will be to sign restrictive covenant commonly known as non-compete and non-solicitation clause.

Data Protection and Privacy

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a role with BeLonG To Youth Services we create a number of both paper and digital records in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit a request by email to privacy@belongto.org ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by BeLonG To Youth Services are set out in our [data protection policy](#).

Misc.

BeLonG To Youth Services will not be responsible for refunding any expenses incurred by candidates.

Candidates should note that canvassing will disqualify.