

Treasurer

The Griffin Institute at NPIMR is a world-leading, not-for-profit, charitable research institute with a vision to be a leading translational biomedical research and training organisation. Our mission is to accelerate innovative solutions that both improve and maximise patient benefits.

The Griffin Institute is a registered Charity and company limited by guarantee. The turnover is approximately £2m made up almost equally from fundraising, training revenue, contract research income and research grants. In the last few years there has been a major benefactor in John Griffin. Our strategy is to develop the growth of the institute to become financially viable without long term reliance on fundraising.

We are currently seeking and excited for a Treasurer to join The Griffin institute Board of Trustee's:

The collective role of the Board is to:

1. Ensure that the Organisation complies with its Articles of Association or other governing document, charity law, and any other relevant legislation or regulations,
2. Further the charitable objects of the Organisation in the pursuit of public benefit,
3. Ensure that the policy and practices of the Organisation are in keeping with its charitable objects,
4. Formulate and regularly review the strategic objectives of the Organisation, in collaboration with the CEO,
5. Take legal and financial responsibility to safeguard the assets and the continuity of the organisation,
6. Be satisfied that financial information is accurate and that controls and systems of risk management are robust and defensible,
7. Act always in the interests of the organisation and its beneficiaries,
8. Safeguard the wellbeing of the employees,
9. Take appropriate professional advice in matters where there may be a significant risk to the Organisation or where the trustee could be in breach of their duties,
10. Ensure proper procedures are undertaken in the appointment and performance monitoring of the CEO (and possibly other members of the Senior Management Team)

In carrying out the collective responsibilities of the Board the individual trustee should:

1. Be properly inducted and continue to seek ongoing training to ensure he/she remains aware of their duties and responsibilities and wider sector developments
2. Declare conflicts of interest, and exercise independent judgement at all times
3. Be an active advocate for the Organisation
4. Represent the Board/Organisation at meetings and events, and act as spokesperson when requested by the CEO
5. Contribute to the development of business strategy through constructive challenge and contributing ideas
6. Scrutinise performance of management in meeting agreed goals and objectives, and monitor the reporting of performance

The specific responsibilities for the Treasure will include

- Ensure that the Charity operates within the financial guidelines set out in current legislation, by the charity commission, in the charity's constitution and by the board.
- Ensure proper records are kept and that effective financial procedures and controls are in place.
- Liaise with Trustees to ensure that they are aware of their financial obligations and take a lead in interpreting financial data and provide financial strategic leadership
- Regularly report the financial position at Committee meetings.
- Oversee the production of necessary financial reports/returns and accounts.

Essential Qualifications required:

- Knowledge and experience of current finance practice relevant to charitable organisations
- Knowledge of accounting practice and financial management.
- Excellent communication skills.

Terms and Conditions

For further discussions with the Chairman, Professor Robin Kennedy & CEO, Alison Rose, please directly email a.rosen@griffininstitute.org.uk for more information.

For an expression of interest please submit your CV and a covering letter to s.maragh@griffininstitute.org.uk

Salary: Pro bono
Closing Date: 30th June 2020