

Role Profile: Trustee and Member of the Audit Committee

Position purpose:

While Trustees have ultimate responsibility for the organisation, they place significant reliance on the work of the Audit Committee to ensure that the charity operates effective processes of financial reporting and control and of risk management, so they are equipped to fulfil their governance responsibilities. All Trustees are still jointly responsible for administering the charity.

In addition to joining the Board of Trustees, the role will include a position on Tommy's Audit Committee, with the intention of becoming Chair of the Audit Committee once the current incumbent completes their term (currently 4 years into a 9-year term).

Major/Key Responsibilities:

Specific to the Role

- To ensure effective financial controls and procedures are in place, and that accounting policies are appropriate.
- To meet with and understand the external auditors' findings and make recommendation to the Trustees as to whether to approve the financial statements and going concern status of Tommy's and its subsidiaries.
- To be instrumental in the development and implementation of reserves and investment policies.
- To ensure that the charity's risk register, and risk management is robust and make recommendations to the Trustees as to whether to approve them.
- Act as counter-signatory in accordance with bank mandates and other financial instruments as required.
- To provide appropriate challenge to senior leadership, especially the Chief Operating Officer and Deputy Directors of Finance and Compliance.
- To eventually become Chair of the Audit Committee when the current incumbent completes their nine-year term.

The Audit Committee typically meets three times per year, remotely.

Responsibilities of All Trustees

Strategic Planning: Defining the organisation's objectives with expected results and impact, horizon scanning to ensure the organisation responds to the factors which could enhance or diminish the organisation's ability to deliver its mission.

Governance: Determining and safeguarding the vision, mission and values of the organisation, ensuring effective operating policies and systems are in place. Ensuring accountability to legal regulators, beneficiaries, donors, stakeholders, staff and volunteers are met.

Oversight: Determining organisational expected results, defining key performance indicators, monitoring organisational performance, and monitoring the management of risk. Ensuring that the charity's assets and reputations are protected.

The Board of Trustees typically meets four times per year (three time remotely, and once in person in London)

- Tommy's adherence to regulatory and legal requirements,

Measures:	- The financial stability and long-term viability of the charity.	
Scope:	The Board of Trustees is ultimately accountable for Tommy's and its subsidiaries: The Baby Fund Trading Limited and LLHM Ltd. However, the Board has delegated direct oversight of key areas to the Audit Committee, the Medical Research Review Board, and the Board of LLHM Ltd.	
Authority/Decision Making:	The Board of Trustees has ultimate, collective responsibility for the strategic direction and the governance of the charity.	
Challenges:	A key responsibility of the role is supporting the Chief Operating Officer and Senior Leadership Team (SLT), especially during challenging times. Sometimes the need for support can be at short notice.	
Key Contacts:	Internal	External
	<ul style="list-style-type: none"> - Board of Trustees - Chief Executive Officer - Chief Operating Officer - Deputy Director of Finance - Deputy Director of Compliance - Senior Leadership Team - Audit Committee 	<ul style="list-style-type: none"> - External Auditors - Banking institutions
Experience:	Required	Desirable
	<ul style="list-style-type: none"> - An accountancy qualification. - Excellent understanding of good governance. - Real world experience of dealing with a range of issues, to provide a sense of perspective and support to SLT. 	
Qualities, Skills & Knowledge:	Required	Desirable
	<ul style="list-style-type: none"> - Strong belief in Tommy's cause. - Strategic thinking and the ability to contribute to long-term planning and vision to deliver impact. - Sound judgement. - The capacity and time to undertake the role. - Entrepreneurial instincts and a healthy understanding of risk balanced with ambition using sound judgement. - Solution-focused, with an ability to see the big picture and be pragmatic. - Embodies our values: <ul style="list-style-type: none"> o Evidence driven o Inclusive o Collaborative o Courageous 	<ul style="list-style-type: none"> - Personal connection to Tommy's cause.

