

<b>Job title:</b>	Finance, Audit and Risk Committee Member
<b>Reports to:</b>	The Finance, Audit and Risk Committee Chair
<b>Location:</b>	Hybrid / In person / different locations around the UK
<b>Commitment:</b>	3-year term (which can be renewed) Committee meetings x 5 per year
<b>Additional Info:</b>	Voluntary, unremunerated, reasonable expenses paid
<b>Apply via:</b>	Email <a href="mailto:jobs@screenskills.com">jobs@screenskills.com</a>

## About us:

ScreenSkills is the industry-led skills body for the screen industries - film, television (including children's, unscripted and high-end), VFX, animation and games. We are supporting the continued growth and future innovation across the whole of the UK by investing in the skilled and inclusive workforce who are critical to the global success of the screen sector.

We are supported by industry contributions including to our Skills Funds – High-end TV, Film, Animation, Children's TV, Unscripted TV – as well as BFI support for our bursaries programme and DCMS and Arts Council England strategic support for Discover! Creative Careers programme which we are the lead delivery partner for. We help people get into the industry and progress within it.

## Role purpose:

ScreenSkills launched its five-year strategy in Autumn 2024. To support the successful execution of that strategy, we are seeking new committee members who have a broad mix of industry experience to join the Finance, Audit and Risk Committee. The primary responsibilities of the committee are to provide ScreenSkills with critical oversight over the organisation's financial health, internal controls and risk management. The Committee also offers council and insight on strategic, transformational, growth, legal, data and technology matters as required.

The committee members play a vital role in safeguarding the current and future financial health and integrity of ScreenSkills and in supporting the Board in meeting its fiduciary and legal responsibilities, thereby ensuring that the organisation can deliver its core purpose, vision and strategy. As a committee member, you will be responsible for providing independent oversight and direction to ensure strong financial stewardship, robust risk management, and effective governance of ScreenSkills. Finance, Audit and Risk Committee members have collective responsibility. This means that the committee members always act as a group and not as individuals.

We are looking for individuals willing to bring energy, enthusiasm and commitment to the role and can broaden the diversity of thinking on our Finance, Audit and Risk Committee. We therefore welcome applications from across the UK.

***ScreenSkills is committed to diversity and equality of opportunity in all aspects of our work. We particularly welcome applications from under-represented groups such as returning parents or carers who are re-entering after a career break, women, people who are LGBTQ+, minority ethnic groups, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, from a less advantaged socio-economic background as well as any other under-represented group.***

#### **Main Responsibilities (collectively as part of the committee):**

- Review the draft ScreenSkills Annual Operating Plan (AOP) and make recommendations to the Board.
- Review financial reports, budgets, management accounts and KPIs to ensure clarity, accuracy and accountability.
- Monitor performance against budget and targets
- Advise on reserves policy, approve investment and funding strategies in line with ScreenSkills objectives.
- Monitor and review the ScreenSkills risk register and advise on appropriate mitigation strategies to ensure an effective risk management approach.
- Ensure compliance with charity law, financial regulations and reporting obligations (e.g. Charity Commission).
- Liaise with auditors and review external audit findings and recommendations.
- Support and constructively challenge the ScreenSkills executive team in financial and risk-related decisions.
- Optional opportunity to support senior management on ad hoc projects linked to the execution of the strategy

#### **Desirable skills and experiences:**

##### **Senior Leadership experience covering areas such as:**

- Experience in finance, audit, legal, technology, accounting, or risk management, ideally within or alongside the nonprofit/charity sector.
- Ability to understand and interpret financial statements and reports.
- Knowledge of governance and financial regulations.
- Experience assessing organisational risk, internal controls and compliance systems.
- Expertise/expert knowledge in at least one of the following areas:
  - Financial Management
  - Risk & Control frameworks
  - Legal Counsel
  - Use of Strategic Data
  - Charitably sector knowledge of governance and financial reporting issues
  - Technology & AI

- Organisational Strategy
- Commercial & Business Development

**Other skills and attributes:**

- A willingness to devote the time and effort to fulfil the committee member role.
- An understanding of and a network of relationships within the screen or creative industries in the UK is an advantage but not essential
- Good, independent judgement with an ability to think creatively and challenge in a positive manner.
- Ability to analyse detailed information whilst maintaining a clear view of the broader strategy.

**This job description is not intended to be either prescriptive or exhaustive. It is issued as a guide framework to outline the main areas of responsibility at the time of writing.**

**Further Information**

Committee members will serve for a fixed tenure of three years. One further term may be served upon reappointment.

You will be required to undertake an annual self-assessment of your performance and review this in discussion with the Chair.

**As a Committee member you are personally responsible for ensuring that you:**

- Act as a champion for the organisation.
- Become a leading advocate for the importance of skills.
- Attend four Board and one Council meeting a year.
- Commit necessary additional time outside of Board meetings to support ScreenSkills' work.
- Actively and positively engage in, prepare for, and contribute to discussions of the Board.
- Declare any conflict of interest in accordance with the Conflicts of Interests Policy and
- Register.
- Always act in ScreenSkills' best interests and do not bring ScreenSkills into disrepute.