

## Roles and Responsibilities of AMI Finance, Audit & Risk Subcommittee Members

<b>Role:</b>	Finance, Audit and Risk Subcommittee Member (Independent)
<b>Time commitment:</b>	Four meetings per year, plus preparation time
<b>Term of office:</b>	Three years, with the option to extend for a further three year period
<b>Location:</b>	Meetings are all held online via Teams
<b>Remuneration</b>	None – this is a volunteer role

Applied Microbiology International is seeking a committed and enthusiastic member, with experience in charity / financial management, to join its Finance, Audit and Risk Subcommittee.

### **About Applied Microbiology International**

At Applied Microbiology International (AMI) we fundamentally believe that microbiology can solve the world's greatest challenges and that global issues need to be solved by global teams. To help us achieve this we are looking for a member to join our Finance, Audit and Risk Subcommittee.

### **About the Finance, Audit and Risk Subcommittee**

AMI's affairs are governed by the trustees (referred to as the Executive Committee - EC). The EC has established the Finance, Audit and Risk Subcommittee (FAR) to support it in managing AMI's resources responsibly, complying with AMI's Articles and the law, and ensuring that AMI is accountable. The committee has a mix of trustees, representatives of AMI's membership and independent members.

### **The Role**

Members of the Finance, Audit and Risk Subcommittee have delegated authority from AMI's trustees to contribute to oversight of financial management of the charity, including:

- Financial planning (setting the budget and advising on reserves).
- Financial monitoring and reporting (ensuring that Trustees have up-to-date information, and that legal requirements for public disclosure and transparency are met).
- Financial policies and procedures (ensuring that rules are clear and up to date).
- Internal controls and internal audit.
- Audit.
- Risk management (assessing risk management and advising Trustees).
- Investments (ensuring that AMI identifies what is required from its investments, and that the investments are properly managed).
- Pensions

FAR meets four times per year. These meetings are held via Teams and organised at a time which accommodates members based across the globe. All meetings have a formal agenda and are minuted. Meetings are normally held in February, May, July, and November.

Members are expected to:

- offer impartial advice and comment on the financial activities of AMI using skills and experience gained in a relevant professional environment.
- listen to the issues discussed and differing points of view and provide an unbiased opinion
- adhere to AMI's Code of Conduct.
- carry out tasks and actions as required by the Treasurer or Chief Executive

The role is voluntary and unpaid, with expenses paid according to AMI's expense policy.

### **What are we looking for**

#### Essential

- Experience in financial administration / management of an English/Welsh charitable organisation and a professional qualification in accounting.
- Understanding of or experience of English/Welsh registered charitable companies.
- Understanding of the management of charity resources, including internal financial controls, charity reserves and restricted funding.

#### Desirable

- Understanding of membership or learned organisations.
- Commitment to AMI's cause and objectives.

AMI believes that success is built on having teams whose backgrounds and personal experiences reflect the diversity of our membership base. It is not necessary to have previous board committee experience as training will be provided. Qualified applicants will receive consideration without regard to their race, religion, sex, sexual orientation, gender identity or disability.

### **How to apply**

Please send your CV and a short statement about why you would like to join AMI's Finance, Audit and Risk Subcommittee and how your expertise would support the Subcommittee to

[Governance@appliedmicrobiology.org](mailto:Governance@appliedmicrobiology.org).

Should you have any questions about the role please get in touch at

[Governance@appliedmicrobiology.org](mailto:Governance@appliedmicrobiology.org).

The deadline for expressions of interest is Wednesday 26 June 2024.