

Finance Committee

Recruitment pack

March 2021



POSITION

World Physiotherapy are recruiting two new members to our finance committee, which plays an essential role in guiding the organisation, shaping our strategy, and ensuring that we meet our statutory obligations.

BACKGROUND

World Physiotherapy

Founded in 1951, World Physiotherapy (previously known as the World Confederation for Physical Therapy) is the sole international voice for physiotherapy, representing more than 660,000 physiotherapists worldwide through its 125 member organisations. World Physiotherapy operates as a non-profit organisation and is registered as a charity in the UK.

World Physiotherapy is committed to moving the physiotherapy profession forward and promoting its contribution to global health. It encourages high standards of physiotherapy research, education and practice.

As the international voice of physiotherapy, World Physiotherapy's mission is to:

- unite the profession internationally
- represent physiotherapy and physiotherapists internationally
- promote high standards of physiotherapy practice, education and research
- facilitate communication and information exchange among member organisations, regions, subgroups and their members
- collaborate with national and international organisations
- contribute to the improvement of global health

For further details about World Physiotherapy can be found on our website: <https://world.physio/>

World Physiotherapy Congress

The World Physiotherapy Congress is the largest international meeting of physiotherapists and is the primary international forum for the reporting of physiotherapy research and innovations. Depending on the location and if the timing coincides with World Physiotherapy's quadrennial General Meeting it usually attracts between 2,000 – 5,000 participants.

It includes a scientific programme and trade show.

World Physiotherapy has a trading arm WCPT Trading Ltd., a wholly owned subsidiary and a registered company in England and Wales. The World Physiotherapy Congress is managed through WCPT Trading Ltd.

Finance Committee

The finance committee oversees the finances of the registered charity World Physiotherapy and the company WCPT Trading Ltd. The Finance Committee reports, provides advice and makes recommendations to the Board in accordance with the Committee's functions. Further information can be found in the committee terms of reference.

COMMITMENT

The commitment required for these roles includes attendance at quarterly finance committee meetings, attendance at annual meetings with auditors, reading papers in advance of meetings, as well as availability from time to time to support the chair and senior management team through correspondence or ad-hoc meetings.

Finance committee meetings are held via teleconference and last for between 90 to 120 minutes.

These roles are unpaid voluntary positions and no travel is anticipated.

SPECIFICATION

The successful candidates will be working to support a passionate and committed group of trustees who are elected from our member organisations around the globe. World Physiotherapy is interested in hearing from candidates who substantially meet the following criteria:

- An accounting qualification and experience of providing financial support and advice, ideally with experience in UK charity finance requirements and knowledge of charity governance
- Financial management experience
- Finance Committee experience (or equivalent) in either the public, charity or private sector
- A willingness to devote the necessary time and effort to their duties as a committee member
- Proven interpersonal, communication and people skills including critical listening and the ability to ask probing questions
- Ability to work within a framework of collective decision-making
- Ability to examine evidence and complex documentation and take an independent and unbiased view
- Ability to assess issues relating to audit, risk management, internal and external audit, investment, insurance and general
- A commitment to high standards of governance and probity
- A commitment to the organisation and its objectives and a personal interest in the work of World Physiotherapy
- Ability to respect confidentiality
- A willingness to be available to staff for advice and enquiries on an ad hoc basis

The Board always welcomes applications from people with lived experience of a disability, physical health or mental health conditions. We are also committed to improving diversity in the charity sector and are particularly keen to receive applications from members of minority ethnic communities.

HOW TO APPLY

To apply for this role, please supply the following:

- a short introductory statement demonstrating your motivation for this role;
- supporting statement, explaining how you believe your skills and experience match the requirements of the role, directly addressing the person specification
- a comprehensive CV including details of your achievements in each role

The closing date for applications is 1 May 2021.

For an informal and confidential discussion about the role, please contact the World Physiotherapy ceo Jonathon Kruger at jkruger@world.physio to arrange a suitable time.

APPENDIX

- Finance committee terms of reference

TERMS OF REFERENCE			
Committee:	WCPT FINANCE COMMITTEE		
VERSION	DATE	APPROVED BY	NEXT REVIEW
2.2	September 2020		2024

Background

The WCPT Finance Committee (Finance Committee) is established by the Board and derives its remit as a Standing Committee from clause 44.1 of the Constitution.

Purpose

The Finance Committee oversees the finances of the registered charity WCPT and the company WCPT Trading Ltd. The Finance Committee reports, provides advice and makes recommendations to the Board in accordance with the Committee's functions.

Functions

Audit

The specific functions of the Finance Committee are to:

- Review and make recommendations to the Board on the appointment, terms of contract and performance of the external auditor
- Establish the nature and scope of the audit in consultation with the Board, CEO and the external auditor and provide clear guidelines to the auditor, prior to commencement of annual audit
- Review the annual audited financial statements before submission to the Board, including but not limited to:
 - any changes in accounting policies;
 - major areas of judgement;
 - significant adjustments resulting from the audit;
 - compliance with charity legal requirements and financial reporting standards;
 - presentation of the accounts from a non-financial perspective;
- Meet with the external auditor to discuss matters arising from the audit and the auditor's management letter prior to its submission to the Board
- Review the charity's exposure to risks of a regulatory, legal or reputational nature and to identify, report, and make recommendations to the Board as appropriate

Finance, accounting and banking

The specific functions of the Finance Committee are to:

- Review the management accounts on a quarterly basis, to ensure proper financial management and assess the implications for the charity's and company's overall financial positions, and provide advice and recommendations to the Board as appropriate
- Advise the Board on financial policies (such as reserves policies) and the implications of changes in accounting legislation/best practice
- Review policies and procedures in respect of internal financial controls, and provide advice and recommendations to the Board as appropriate

- Review the charity's and company's banking arrangements annually, having particular regard to the international nature of the charity's operation and provide advice and make recommendations to the Board as appropriate
- provide advice and recommendations on other matters determined by the Board, the Finance Committee and/or the CEO

Investments

The specific functions of the Finance Committee are to:

- Advise the Board on the setting of investment policy, appointment of investment managers and the monitoring of the managers' performance and such other matters relating to the management of investments

Risk management

The specific functions of the Finance Committee are to:

- Identify, assess and review the charity's and company's exposure to risk including but not limited to those of a financial, regulatory, legal, insurance or reputational nature
- Provide advice and make recommendations to the Board on matters relevant to identification and management risk

Membership

The Committee will consist of up to six members appointed by the Board.

Two members will be current Board members and up to four members will be non-trustees.

The Chief Executive Officer will identify potential non-trustee members through an open recruitment process. Nominees need to have general commercial acumen, experience of UK charity finance and hold relevant financial qualifications. Recognition as a Consultative Committee of Accountancy Bodies (CCAB) qualified accountant, or similar, is preferred.

The Board will appoint one of the current Board members as the Committee Chair.

Term of office

The Board will appoint members for up to four years. At the discretion of the Board, an individual may be appointed for one additional four-year term, subject to continuing to be a Board member, where relevant.

Members' terms will be staggered to ensure continuity.

Quorum

A quorum for the Finance Committee shall be four¹ members including the Chair.

Attendance of staff/others at meetings

The Chief Executive Officer and/or any Board member has the right to attend and speak on behalf of the Board at any Finance Committee meetings.

The Chair may request the attendance of WCPT staff as appropriate.

Secretariat support

Secretariat support including drafting and circulation of agenda papers will be provided by WCPT staff.

WCPT staff will maintain a written record of each meeting (meeting notes). This will record decisions, actions, recommendations and the rationale for them only, and will not constitute a verbatim record of the discussion.

The draft meeting notes will be circulated to members of the Committee within two weeks of the meeting for

¹ Three will be the quorum until additional members have been appointed

confirmation.

Communication and reporting

The Finance Committee Chair will be responsible for ensuring effective communication between the Committee and the Board.

Meetings

The Chief Executive Officer will schedule at least four Finance Committee meetings per year. Meetings will be held shortly before Board meetings to enable timely consideration of the Committee's advice and recommendations by the Board.

The annual calendar and work plan will be agreed between the Chair and staff and will allow for the timely discussion of regular items/work.

The external auditors may request the Chief Executive Officer schedule a Finance Committee meeting, if they consider one is necessary.

Working methods

The Finance Committee will work remotely using email, videoconferencing, online meetings or any other technology as needed to enable fair and reasonable consideration of any matters. In addition, face-to-face meetings will be scheduled as and when needed. All documents will be available to committee members in electronic format, information contained in documents is confidential to the WCPT staff, the Finance Committee and the Board.

Decision making

All Finance Committee decisions will take the form of advice and recommendations for consideration and approval by the Board.

While it is preferred that the Committee reaches decisions by consensus, if this is not possible, a decision supported by a majority of votes cast at a meeting at which a quorum is present is the decision. In the event of an equality of votes, the Chair has a second or casting vote.

Expenses

The Committee will work within the WCPT expenses policy.

Conflict of interest

Members of the Committee will comply with WCPT's conflict of interest policy, and any other relevant policies, at all times. Members will declare any matters that may create a conflict of interest or bias at the start of each meeting and at other times as required by policies.

Limitation on powers

The Committee cannot co-opt individuals onto the Committee without the specific agreement of the Board.

Review

The Board will review these terms of reference at least once every four years.