

Role Description

Role Title	Member of Resources Committee - Finance
Governance Area	Finance, Central Properties, Church House Management, Human Resources, Compliance inc. GDPR and Health & Safety, IT services, Database and Records and Archives (as outlined in the Terms of Reference)
Main points of contact	Chief Operating Officer as Head of the Admin & Resources Team PA to the Chief Operating Officer & Chief Finance Officer Chief Finance Officer, Treasurer & Deputy Treasurer
Connected Roles	None
Sources of Support	Administrative support for the committee is provided by PA to the Chief Operating Officer & Chief Finance Officer Secretary to the Committee is Chief Operating Committee
Location	The majority of meetings will be online. Where meetings are in person, these are take place at URC Church House, London.
Time Commitment	Two online meetings and two in person meetings per annum (dates and times suitable for the membership of committee) plus additional follow up work between meetings.
Remuneration	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers whilst supporting the work of the Resources Committee will be reimbursed, in accordance with the URC expenses policy.
Background: In 2023, General Assembly agreed to create this new Resources Committee to draw together the work of four committees (Human Resources Advisory Group, Communications Committee, Finance Committee, Church House Management Group). The Committee has therefore established its pattern of working and is an effective and strategic committee leading on key pieces of work relating to the work of Administration and Resources Department which is led by the Chief Operating Officer. The remit of the Committee means it is regulated consulted on broader pieces of work and works collaboratively with other General Assembly Committees.	

Committee Summary: The work of this committee covers operational aspects of the life of Church House through the management of the offices as a place of work and through the provision of HR. This is not just about governance; it is also about shaping culture and demonstrating the ethos of the URC in our care for the team.

Similarly, the work relating to the portfolio of central housing is both an exercise in managing assets but also in appropriate care and provision for Moderators and other General Assembly Appointed ministers. Through the work on finance and communications, this committee will play an important part in serving the wider denomination at a key moment in the life of the denomination with the Church Life Review work and the planning to tackle the deficit budget.

The work of this committee in terms of finance, HR, properties and matters of Compliance requires collaboration with the URC Trust and the Terms of Reference detail the reporting duties in this regard.

The work of the committee will be at a strategic level, allowing the operational implementation to be undertaken by those employed in the relevant roles within the Admin & Resources team.

Principal responsibilities and duties

Attending & Participation in Meetings

1. Attend as many of the Committee's meetings as practicably possible.
2. Read all papers carefully in advance of each meeting in order to participate in discussions and ask appropriate questions.
3. Familiarise yourself with the Committee's Terms of Reference and delegated authority from General Assembly and the URC Trust.
4. Familiarise yourself with the relevant policies and procedures which relate to the work of the Resources Committee.

Specialist Area Related

1. Offer guidance, views and recommendations where these relate to your particular area of specialism.
2. Be willing to support particular pieces of committee work outside of the meetings from time to time, especially where these relate to your particular area of specialism. This is likely to include, but not limited to, involvement in the annual budget setting process and exploring issues of funding which flow from discussions at General Assembly or assembly Executive.

Training

1. Undertake training in key areas as highlighted within the induction and through ongoing conversation with the Convenor and Secretary, such training is to include anti-racism training.

Working with other Committees and Volunteers

This section lists the type and level of interaction that this role has with committees and other groups. It may vary from time to time and as directed by the Business Committee/General Secretariat.

This member of Resources Committee will work closely with: -

- *The Chief Operating Officer and the PA to the Chief Operating Officer and Chief Finance Officer*
- *The Convenor of Resources Committee*
- *Chief Finance Officer*
- *Other members of the finance team as necessary*

There may be contact from time to time with: -

- *Pensions Committee*
- *URC Ministers' Pensions Trust*
- *URC Investment Committee*
- *URC Trust*
- *Business Committee*
- *Faith in Action Committee*
- *Ministries Committee*

Expected Standards

This section refers to the way in which the role should be done rather than the duties/responsibilities.

1. Promote a culture of open and effective communication.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Take responsibility for own personal development and develop skills and knowledge applicable to this role.
4. Ensure compliance with Safeguarding practice.

This role description reflects the overall scope and responsibilities of the role. However, it may change and evolve over time in order to meet organisational needs and this job description will therefore be subject to periodic review and change if required.

Person Specification

Role: Member of Resources Committee - Finance
--

Requirements	Essential	Desirable
Experience and Knowledge	1. Experience of local church finance. 2. Experience of budget setting and management. 3. Working knowledge (or ability to acquire it) of Charity SORP.	• Knowledge of URC governance structures or a willingness to learn. • Some knowledge of the law relating to trusts and charities
Skills and Abilities	4. Work collaboratively with a diverse range of people 5. Ability to read and understand financial reports 6. Ability to engage with complex financial issues 7. Attention to detail. 8. Good IT skills including Microsoft Office, Zoom and email.	
Other	9. Member of the United Reformed Church	