



RCN No: 20054007

CHY No: 15556

## **Audit/Finance Sub-Committee Member**

**Hope Cancer Support Centre seeks to fill a vacancy for an external member on its Audit/Finance Sub-Committee. This voluntary role requires individual(s) with proven knowledge of financial management or accountancy with senior management experience and previous not-for-profit experience would be desirable.**

**Hope Cancer Support Centre CLG** is a registered charity and provides a wide range of supports to people affected by cancer at our Support Centre based at 22 Weafer Street, Enniscorthy, Co. Wexford. The Centre is a hub for cancer support in the region, delivering services to the local community as part of the National Cancer Control Programme (NCCP). The services on offer which are free to everyone are provided by a team of professionals and volunteers in an empathetic manner.

Our **mission** is to:

- Offer practical and emotional support to people with a cancer diagnosis and their supporters and carers, from the time of their diagnosis, through their treatments and afterwards.
- To ensure a caring, confidential, and professional service is delivered in a safe and peaceful environment.
- To strive to improve our performance by driving quality and evidence-based practice in all of our support activities.

Our **goals** are to:

- Provide the best possible supports to people with a cancer diagnosis and their loved ones.
- Reduce the impact of a cancer diagnosis through the provision of supports that are evidence based and that adhere to best practices.
- Ensure the equality of access to all people wishing to engage with our services in a timely manner and be supported in the manner that suits them best.
- Strive to improve our performance by listening to our client feedback and responding.
- Strengthen all we do by working as a team, ensuring the focus is on client needs, while complying with legal and regulatory requirements

### **Board Composition**

Hope Cancer Support Centre CLG is governed by eight registered directors, all of whom serve on a voluntary basis and have responsibility for providing oversight and governance to the organisation.

### **Membership**

We are seeking to enhance our financial governance systems by appointing individuals to be members of our audit/finance subcommittee.

The committee shall be considered a 'standard sub-committee' of the Board and will be subject to an annual review of its Terms of Reference and membership.

The committee will consist of no less than 3 members comprising of at least one Board Director and at least two independent external members. The Chair of the organisation's Board can be an Audit/Finance committee member but cannot chair the committee.

**Frequency of meetings:** The Audit and Finance sub-committee meets at least bi-monthly, or as necessary to discharge its duties. The sub-committee will meet privately with the external auditor.



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**Key Tasks:**

To ensure financial accountability and transparency of the Hope Cancer Support Centre CLG through:

Recommending:

- key financial projections and financial performance indicators with the General Manager
- annual budget to the Board
- the annual contribution that should be made to the reserve based on projected surplus less prioritised spend
- negotiating the terms of engagement of the external auditor and make recommendations to the Board about the appointment, pay and conditions of the external auditor

Monitoring and reviewing:

- financial performance indicators and management accounts
- the accuracy of the financial statements of the organisation and announcements about the organisation's financial performance and financial controls
- control and risk management systems
- effectiveness of and compliance with Hope Cancer Support Centre CLG's internal financial systems
- arrangements by which staff of the organisation may, in confidence, raise concerns about possible improprieties in matters of financial reporting or other matters and ensuring that there are arrangements for independent investigation of such matters and for appropriate follow-up action
- Recommendations from the auditors on financial procedures including treasury and management
- The Hope Cancer Support Centre CLG's financial reporting process, the audit process, the system of internal controls and compliance with laws and regulations
- the external auditor's independence and effectiveness of audit process
- the organisation's accounting policies and reporting requirements
- the implementation of recommendations made by the auditors
- the organisation's procedures for detecting fraud
- effectiveness of the internal audit role

Ensuring:

- compliance with terms and conditions of public and private grants received.
- financial reports comply with all statutory accounting requirements
- that the reports issued by auditors to management are those being received by the Board

**Expressions of interest for this role, accompanied by a C.V., can be emailed to [paul@hopesupportcentre.ie](mailto:paul@hopesupportcentre.ie) by 21<sup>st</sup> June 2024.**

**For informal enquiries, please phone 053 9238555.**