



UCAS AUDIT COMMITTEE CO-OPTED MEMBER

Candidate pack

UCAS

DEAR CANDIDATE,

Thank you for your interest in becoming a co-opted member of UCAS' Audit Committee. I am delighted that you are considering this role at an exciting, dynamic, and challenging time for UCAS and UK higher education (HE), but one rich with opportunity.

UCAS is an independent charity, who, at its core, looks to inspire and empower people to make aspirational choices about higher education and learning. The need for fairness and transparency in the admissions process is of national importance and the role we play in achieving this objective means regular interaction with policymakers, governments and the media.

Our ambition is to build on our work in higher education admissions to connect students to more possibilities in apprenticeships and technical education and for more international students to use UCAS as the informative, relevant, independent gateway to study in the UK.

We are a national UK brand instantly recognisable to over one million students every year who use our services. This connection to students creates an array of commercial opportunities that not only add value to all of our customers through our products, services and data insights, but also work to keep the charges to applicants and university and college customers low. They allow us to re-invest in our products and services to ensure they remain relevant and competitive.

We are seeking to appoint an external co-opted member to the Audit Committee with experience in risk management, internal controls, audit and financial reporting. You will work with a diverse Committee, comprising of specialists from a range of sectors.

You will find UCAS to be a dynamic, digital, medium sized business with a national and international reach, and pivotal to making a real impact on individual's lives. Whilst UCAS and its charitable objectives guide everything we do; our subsidiaries operate with a commercial mindset – our focus on value and efficiency for our customers is key.

In the rest of this pack, you will find information about our work, values, and structure, as well as our strategic plans for the future. You will also find specific details of our requirements and information about how to apply for these unique roles.

Please do get in touch if you would like further information.



Clare Marchant
Chief Executive





WITH UCAS YOU CAN discover your future

AN INTRODUCTION TO UCAS

As a highly trusted, independent charity, UCAS helps over 700,000 people from more than 200 countries and territories to explore the opportunities and benefits of undergraduate higher education (HE) every year. We are proud to enable over half a million people to change their lives by embarking on their studies at a UK university or college. You can read our strategy for 2020-2025 'Discover your future' [here](#). Our technology capability and customer service expertise also mean that we can support individuals interested in exploring postgraduate courses, as well as degree and higher apprenticeships, and we currently run admissions services for conservatoires, postgraduate courses, and teacher training.

UCAS has a turnover of circa £50m. Income is generated from profit from UCAS Media Ltd – a wholly-owned commercial subsidiary – all of which is gift aided back into the charity. The charity also generates income through the application fees paid by individuals, and a fee paid by universities and colleges for students placed. We do not receive any direct financial support from the government, so our commercial activities help us deliver our charitable objectives, whilst keeping costs down for students and education providers.



THE UCAS BOARD, COMMITTEES, AND UCAS COUNCIL

UCAS has a skills-based board of 13 trustees. Our trustees provide strategic guidance and scrutiny and are accountable for ensuring our strategy demonstrably meets our charitable objectives and delivers public benefit. The board is supported by the Audit, Finance, Remuneration, and Nominations committees.

Trustees are selected and appointed based on their specific skills, experience, and expertise. They are drawn from higher, further, and secondary education, the student community, and business, to ensure UCAS has access to a wide range of expertise, including finance, digital, and marketing, as well as education and the student experience.

UCAS also has an advisory council, representing our customers and stakeholders. The role of the UCAS Council is to challenge and inform the work of the UCAS Board, give feedback to the board on the organisation's performance, and inform our strategic direction.

UCAS Subsidiaries provide social value through the services they offer to students and their financial contribution to UCAS. The boards of the subsidiaries usually comprise of seven or more directors, including three trustees and at least two members of our executive team and have a strong relationship with the UCAS Board.



WITH UCAS YOU CAN thrive in a changing world

THE OPPORTUNITY

The UCAS Board is seeking to appoint an external co-opted member to its Audit Committee. The Audit Committee's responsibilities and duties relate to UCAS' risk management, internal controls, internal audit, and external audit. The Committee has five members including Trustees and Co-opted Committee members.

UCAS seeks an individual with experience in risk management, internal controls, audit and financial reporting who can contribute their professional, specialist and general management skills to join UCAS' Audit Committee.

Those wishing to express interest are encouraged to read our **Discover Your Future** and our **Impact Report 2019**. Our latest annual report and accounts are available **here**.

TERM AND COMMITMENT

Co-opted members are appointed for a fixed term of up to four years, and this can be renewed for a further period of between one and four years by as determined by the UCAS Board.

The appointment is without remuneration, but reasonable expenses will be reimbursed.

The Audit Committee is required to meet regularly to discharge its duties, and currently meets at least three times a year, primarily in Cheltenham or London.



WITH UCAS YOU CAN connect to more possibilities

PERSON SPECIFICATION

The Board is looking for a co-opted member with an understanding of the non-executive role and the time to contribute their professional, specialist and general management skills to UCAS' Audit Committee with some or all of the following: -

Knowledge and experience

- > proven leadership with effective communication and interpersonal skills and experience of influencing at the highest levels, fostering productive relationships across complex and wide-ranging stakeholder groups, and the ability to challenge the Executive.
- > Experience of operating at board or committee-level for a charity, private, or public sector organisation with an understanding of risk management, internal controls, audit and financial reporting.
- > Evidence of strategic planning and decision-making, commercial acumen, and knowledge of Audit Committee practices, and risk management frameworks.
- > Sound knowledge of governance, and a clear understanding and acceptance of the legal duties, liabilities, and responsibilities of trustees and committee members.
- > Proven leadership, communication, and interpersonal skills, with experience of fostering productive relationships across complex and wide-ranging stakeholder groups, and the ability to constructively challenge the Executive.
- > An understanding and interest in UCAS' business, our markets, and customers, and a commitment to our charitable goals and values.
- > Act ethically, with sound independent judgement, and the highest levels of integrity, probity, diplomacy, and confidentiality.
- > Awareness of the modern regulatory environment.
- > A record of promoting and championing open discussions and debate, and fostering positive relationships.
- > Dedication to equality of opportunity.



WITH UCAS YOU CAN achieve what you're aiming for



WITH UCAS YOU CAN be a part of it

HOW TO APPLY

Interested individuals are invited to submit a CV and short covering note expressing their interest to Tessa Yates, Company Secretary by email to **corporategovernance@ucas.ac.uk** quoting reference TY/COPTED1 by 6 December 2020.

Shortlisted candidates will be invited to discuss the role with the Chair of the Audit Committee and a member of our Executive. We anticipate interviews will take place week commencing 14 December 2020.



EQUALITY AND INCLUSION

UCAS is committed to equality, and values diversity in its workforce, and on its Boards. We welcome and encourage applications from all candidates, in line with the Equality Act 2010. We would particularly welcome expressions of interest from minority and under-represented groups, as we strive for better equality and diversity on the Board. All information you send us will be kept secure, in line with the Data Protection Act 2018.

FURTHER INFORMATION

- > **Discover your future, our 2020-2025 strategy**
- > **UCAS Articles of Association**
- > **UCAS trustees and committee members**
- > **Matters reserved for the Board**

Further useful information can be found on the UCAS website at www.ucas.com.