

UCAS FINANCE COMMITTEE APPOINTMENT BRIEF VACANCY FOR A CO-OPTED COMMITTEE MEMBER

Security marking: Public

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The UCAS Board is seeking to appoint a co-opted committee member for its Finance Committee.

UCAS, a registered charity, is the world's largest central admissions service for higher education. We remain committed to our vision of being at the heart of connecting people to higher education, and our mission to inspire and facilitate progression in education through information and admissions services. We do this by providing information, advice, and admissions services. UCAS' core purpose is to provide an accessible and trusted undergraduate admissions service.

UCAS was incorporated in 1993, and is a company limited by guarantee. We are registered as a company in England, as a charity in England and Wales, and as a cross-border charity in Scotland, with charitable objects to advance, and assist in the advancement of, higher, further, and secondary education.

We provide students with access to information and advice to help them make the right choice about what and where to study, alongside admissions services for UK universities and colleges. Each year, we manage over two million undergraduate applications from UK, EU, and international students.

Although we are best known for providing a national undergraduate admissions service, we also aim to inspire and help people make good choices about their education, whether university, college, or an apprenticeship, and provide teacher training and postgraduate admissions services.

Our rich data assets and analytical expertise enable us to offer a unique perspective on progression and admission to higher education, and we make a significant and growing contribution to national debates about education, access, and social mobility.

UCAS employs c.450 people, and is entirely self-funding through income from applications, universities and colleges, and through revenues generated by our commercial subsidiary, UCAS Media Limited. Our annual income is around £50 million, and the organisation is based in Cheltenham, Gloucestershire.

We are at an exciting point in our evolution. Our refreshed corporate strategy establishes a clear focus on developing the undergraduate admissions service to better meet the needs of students, advisers, and higher education providers, in a rapidly changing and uncertain environment. The strategy also establishes our ambitions to offer students more personalised information and advice, and to provide accessible, timely data and insights, to facilitate progression and participation in education. To underpin the successful delivery of the strategy, the business is committed to increasing efficiency and ensuring that core services are self-funding, whilst growing the UCAS Media business.

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The UCAS Board, Committees, and the 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 Chief Executive customarily attends the Board meetings, accompanied by other UCAS executives as appropriate. The Board is supported by the Audit, Finance, Remuneration, and Nominations Committees.

Although the majority of our trustees are from a higher education background, trustees are selected and appointed based on their specific skills, experience, and expertise. The Board is also keen to ensure trustees from the higher education sector are drawn from a diverse range of providers, with a geographical spread that encompasses the whole of the UK.

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.

Vacancy

We currently have a vacancy for a co-opted committee member on the Finance Committee.

Term and commitment

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

The Finance Committee meets up to four times a year, primarily in Cheltenham or London. The appointment is without remuneration, but reasonable expenses will be reimbursed.

Appointees should ensure they can offer sufficient time to perform the responsibilities required of a Committee member. This will include preparation for, and attendance at, the Committee meetings, and regular engagement with the Board, Committee, and UCAS Executive between meetings. There is an expectation that our Board and Committee members make every effort to attend meetings.

Person specification

The Board is looking for a co-opted committee member with some, or all, of the following:

Knowledge and experience

- > A qualified accountant, with significant experience of operating at Board level in a large and complex private or public sector organisation.
- > Awareness of the charitable sector, preferably with experience of operating at Board level for a registered charity regulated by the Charity Commission.
- > Experience of the current challenges facing higher education, both in the UK and overseas.
- > Effective communication and interpersonal skills, and experience of influencing at the highest levels, fostering productive relationships across complex and wide-ranging stakeholder groups.
- > Strong evidence of strategic planning and decision-making, commercial acumen, and understanding of risk and performance management.
- > A breadth of vision, and a demonstrable understanding of the principles of good higher education provider governance.
- > Awareness of the modern regulatory environment.

Additional requirements

- > Broad professional financial experience, including business planning, budgeting, management accounts and reporting, investment strategy, financial management, sourcing and procurement, pricing, and sales.
- > Experience in a commercial environment would be an advantage.
- > A record of championing equality of opportunity and diversity.
- > A personal style that demonstrates authority, confidence, and commitment.
- > Access to a network of contacts in government, business, and the education sector.
- > Act ethically, with the highest levels of integrity, independence, and confidentiality.

Appointment process

Interested individuals are invited to submit a CV and short covering note expressing their interest to Danya Young, Company Secretary, either by email at corporategovernance@ucas.ac.uk, or by post to UCAS, Rosehill, New Barn Lane, Cheltenham, GL52 3LZ, quoting reference **FC2018**, by **26 November 2018**.

Shortlisted candidates will be invited to discuss the role with the Chief Executive, Clare Marchant, and the Director of Finance and Corporate Services, Kevin Allison. The Nominations Committee, chaired by Professor Sir Steve Smith, will make a recommendation on the appointment to the UCAS Board.

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, and in particular invite applications from women, members of ethnic minority groups, and/or candidates with disabilities, as these groups are currently underrepresented on our Board. All information you send us will be kept secure in line with the Data Protection Act 1998.

Further information

- > **Corporate strategy: Future Focus 2020.**
- > **UCAS Impact Report 2017.**
- > **UCAS Articles of Association.**
- > **Annual report and accounts for the year ending 31 July 2017.**
- > **UCAS trustees and Committee members.**
- > **Finance Committee terms of reference.**