



## Treasurer: Science Media Centre

The Science Media Centre (SMC) is looking for a new Treasurer. Applications are invited from anyone who would like to be considered for the role.

**Deadline: 12 noon, Friday 26 August 2022**

**Location: London, with some online flexibility**

**Salary: Unpaid voluntary role**

**Interviews: Thursday 15 September 2022**

**Start date: October 2022**

### THE SCIENCE MEDIA CENTRE

The SMC is a charity that acts as an independent press office for science. It was established in 2002 as a division of the Royal Institution of Great Britain, and became an independent charity in 2011.

The SMC's mission is to promote and disseminate accurate, reliable and evidence-based information about science through the media. Its activities centre on topical and controversial scientific issues, in particular when they become part of the news agenda.

The SMC operates by bringing together scientists, journalists and communications teams to help ensure that the reporting of science is as accurate as possible. It maintains a database of more than 2,500 scientists, and encourages and enables them to engage with the media; it works with science journalists, to connect them as fast as possible with the best expertise available on science stories in the news; and it supports press officers working on controversial and difficult science stories.

The SMC has a staff of nine, headed by a Chief Executive. The board of Trustees is the principal decision-making body of the SMC and meets three times a year. Trustees are distinguished in the fields of science, media and communications amongst others, and the overall make-up of the board is intended to reflect this broad range of activity. The current board consists of a Chair, a Treasurer and eight Trustees. The Trustees are themselves guided by an advisory committee, whose members are also drawn from the fields of science, media and communications. All non-staff roles are voluntary and unpaid.

As a charity, the SMC is dependent on donations from a wide variety of scientific institutions and others – more than 100 in all. A full list can be found on the SMC's website. To protect the SMC's independence, no single donation can exceed five per cent of annual income (which is in the region of £600,000), unless agreed by Trustees.

More information about the SMC, its activities and its governance, can be found on the SMC website: <https://www.sciencemediacentre.org/>.

## TREASURER

The term of office of the current Treasurer expires in October 2023. The SMC is now seeking a new Treasurer, who will become an ordinary Trustee in October 2022 and will spend a full year taking part in the organisation's activities in that role and shadowing the current Treasurer before becoming Treasurer in October 2023. The new Treasurer will remain in post until October 2027, with a possible extension to October 2029.

The Treasurer is not involved in the day-to-day running of the SMC. The role is instead about overarching financial governance, oversight and advice, including investment and budgets.

### **The principal duties of the Treasurer are as follows:**

- Maintain an overview of the SMC's financial affairs, ensuring that proper financial procedures are operated and records are kept.
- Guide the overall conduct of the SMC's finances.
- Provide constructive challenge and support to the senior management team and Finance, Audit and Risk Committee (FAR).
- Share responsibility for the SMC's investment decisions and monitor its investment portfolio.
- Serve as a member of FAR and provide information and advice to the committee and to the Trustees on all financial matters.
- Maintain a regular dialogue with the CE and the Head of Operations and be available to provide advice and support on key financial issues as required. Day-to-day financial issues and the running of the organisation are the responsibilities of the CE and senior management team.
- Ensure that the Trustees have a good understanding of the long-term financial sustainability of the SMC to aid decision making.

## PERSON SPECIFICATION

The successful candidate will have proven interest and expertise in financial management or financial governance. Experience dealing with budgets would be advantageous, as would some familiarity with profit and loss accounts and balance sheets.

The successful candidate must display a willingness to commit the necessary time to carry out the role's responsibilities, which can sometimes mean a concentrated burst of activity at short notice. An interest in or enthusiasm for the SMC's work would also be advantageous.

We particularly welcome applications from those at an earlier career stage or others who are often overlooked for similar positions.

## APPLICATION PROCESS

Applicants for the role of Treasurer are invited to apply via email to [applications@sciencemediacentre.org](mailto:applications@sciencemediacentre.org), setting out in not more than 500 words their reasons for wishing to undertake the role, and attaching a CV.

The closing date for applications is midday on Friday 26 August 2022. You will receive an acknowledgement of your application.

You will subsequently be informed whether or not your name has been put on a shortlist. Shortlisted candidates will be invited to an interview with the Chief Executive, the Head of Operations and two existing Trustees. Interviews are scheduled for Thursday 15 September 2022.