

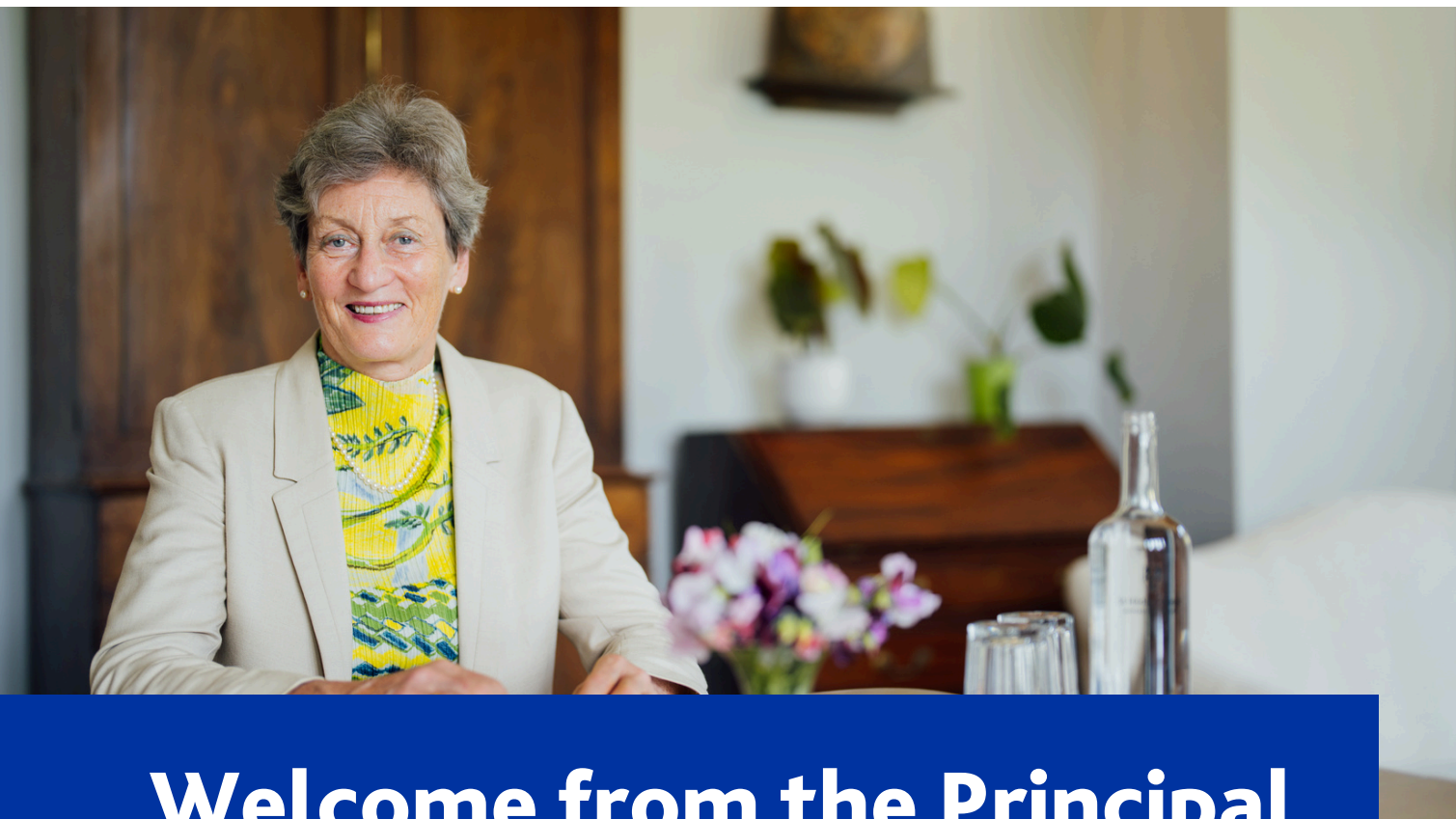
St Hilda's College Oxford

INDEPENDENT AUDIT AND RISK &
REMUNERATION COMMITTEE MEMBERS
CANDIDATE INFORMATION PACK 2025



St Hilda's College
UNIVERSITY OF OXFORD

INCLUSIVE **BOARDS**



Welcome from the Principal

St Hilda's College aspires to excellence and equality in everything that it does. Accordingly, good governance is imperative to a College which sits within the University of Oxford and seeks to fulfil its educational and charitable duties in an appropriate manner.

The College's activities are overseen by a Governing Body which is committed to the ongoing development of its internal governance in line with the requirements of the Charity Commission.

Importantly, the Charity Commission's Code of Governance advises that the governance of charities should be best supported by constructive external scrutiny. Consequently, the College has recently created an Audit and Risk Committee (ARC) to strengthen oversight in these areas.

The College is now seeking to recruit external committee members to its inaugural Audit and Risk Committee and Remuneration Committee to work alongside the newly appointed Chair and its Fellows.

Prospective members of the ARC should bring significant experience in finance, risk, or governance matters. They should also hold a desire to provide supportive scrutiny and help the College manage to remain resilient to external factors and perform at a level commensurate with a world-leading collegiate university.

Applications will be warmly welcomed from those who are not only suitable qualified but are also keen to make a contribution to an outstanding academic institution.

I very much look forward to hearing from you.

Professor Dame Sarah Springman
Principal, St Hilda's College



About St Hilda's College

St Hilda's College was founded by Dorothea Beale in 1893 as a Hall for Women Students. The College received its first Royal Charter in 1926 when it was incorporated under the title "Principal and Council of St Hilda's College, Oxford". In 1960, it became a College of the University, and since 2008 has welcomed the admission of male students.

The Governing Body determines the ongoing strategic direction of the College and holds overall responsibility for College policies, finances and administration. It meets under the chairmanship of the Principal and is advised by a range of Standing Committees. Subject to the oversight of the Standing Committees, the day-to-day running of the College is entrusted to the College Officers and senior staff.

More information about the College can be found at: <https://www.st-hildas.ox.ac.uk/>.

Our values of Excellence and Equality lie at the heart of everything we do.



OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

St Hilda's College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. St Hilda's College embraces diversity amongst its students, staff and visitors, recognising the particular contributions to the achievement of the College's mission that can be made by individuals from a wide range of backgrounds and experiences.

We welcome applications from anyone regardless of age, disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or other difference.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for care and childcare whilst you are at interviews.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview with Inclusive Boards to disabled applicants who meet the minimum criteria for the role.

If there is anything else you're concerned about or think we could provide, please let us know.



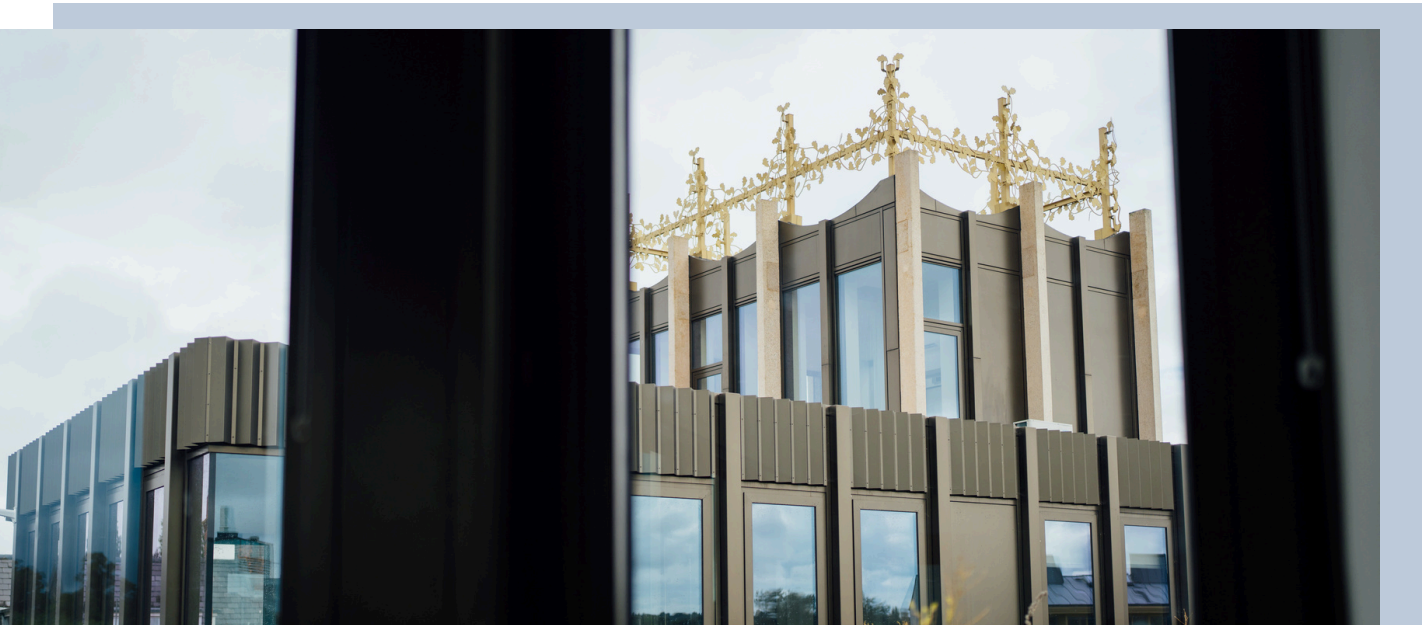
About the Opportunities

The College is seeking to recruit two external members for the newly-established Audit and Risk Committee to assist the Governing Body in fulfilling its governance and oversight responsibilities by monitoring and reviewing the following aspects of its work:

- Integrity of financial statements.
- Mechanisms through which the College ensures its financial sustainability and value for money.
- Effectiveness of risk management policies, processes and oversight.
- Effectiveness of internal controls.
- Mechanisms through which the College ensures ongoing compliance of the College with the conditions and principles of the Charity Commission, Office for Students and other legislation under which the College operates.
- Consideration and approval of plans for external and, where appropriate, internal audits.
- Effectiveness of arrangements for corporate governance and making recommendations about these to the Governing Body.

The Committee will consist of the newly appointed independent Chair, two academic Governing Body Fellows, and two additional independent members. College Officers will attend meetings at the invitation of the Committee for relevant business. The Committee will be supported by a Secretariat provided by College staff.

One of these two independent members will also join the Remuneration Committee.





Person Specification

ESSENTIAL:

- A good knowledge and experience of working in a senior finance role.
- Experience and an excellent understanding of audit and risk.
- Experience as a Trustee and a good understanding of the role and operation of an Audit and Risk Committee.
- (for the joint Audit and Risk Committee and Remuneration Committee Member only) A good understanding of the role and operation of a Remuneration Committee
- Board level leadership experience with the ability to provide constructive advice and challenge in a manner which inspires confidence and enables a culture of continuous improvement.
- The ability to think strategically, analyse information and debate complex issues.
- The ability to work effectively as part of a team, to motivate and empower others to achieve desired outcomes.
- A commitment to the tenets of diversity, equality and inclusion.
- A commitment to the Nolan Principles.

DESIRABLE:

- A good understanding of charity finance and accounting.
- Holds a CCAB qualification.
- Knowledge of the tertiary education sector.



Additional Information

TERM OF APPOINTMENT

All members of Standing Committees elected by the Governing Body shall be elected for a term of three years and shall be eligible for re-election.

TIME COMMITMENT

The committee meet 4 times per year. Meetings will take place once a term and once in the summer vacation.

LOCATION

In person meetings are held at St Hilda's College, Cowley Place, Oxford OX4 1DY. In person meetings are encouraged although virtual attendance is acceptable when required.

REMUNERATION AND EXPENSES

This is a voluntary position. Reasonable travel expenses will be reimbursed.

CONFLICTS OF INTEREST

All candidates will be asked to declare any conflicts of interest. This will be examined to see if an actual conflict exists.

FURTHER APPOINTMENTS

Further committee appointments will also be undertaken this year as St Hilda's College seeks to strengthen the College's governance and further align it with Charity Commission governance. In addition to the two extra external positions for the Audit and Risk Committee, notably, appointments will be made over the course of the next year to the Remuneration Committee, Investment Committee, and Development Advisory Committee.





How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of St Hilda's College. If you wish to apply for this position, please supply the following by **11.59pm on 20/08/2025**:

- A detailed CV, setting out your career history, with responsibilities and achievements.
- A cover letter (maximum two sides of A4) highlighting your suitability for the role for which you're applying and how you meet the person specification. Please note that the cover letter is an important part of your application and will be assessed.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

If you have further questions after reading this pack, please email **StHildas@inclusiveboards.co.uk** or call 0207 267 8369.

Please visit www.inclusiveboards.co.uk to apply online or send your CV and cover letter to **StHildas@inclusiveboards.co.uk**.

Thank you for your interest in becoming the Members of the Audit and Risk Committee for St Hilda's College Oxford.

Interviews with St Hilda's College are currently scheduled to be held on the **28th of August** in Oxford.

INCLUSIVE BOARDS

About Us

Inclusive Boards is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

Contact us today

Improve diversity on your Board, please don't hesitate to contact us via hello@inclusiveboards.co.uk.

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



www.inclusiveboards.co.uk



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<https://linkedin.com/company/inclusive-boards>

