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**FINANCE AND RESOURCES COMMITTEE**

**KEY KNOWLEDGE, SKILLS AND COMPETENCY REQUIREMENTS**

Please refer to the Terms of Reference for the Finance and Resources Committee.

In order to support the assessment of the skills and competencies of the Committee and identify any gaps and development needs, we would be grateful if you could complete the attached competency framework and also a personal statement at the end.

Please note that you are not expected to meet all the competencies and areas within these as detailed below. Please provide brief information demonstrating any specific or transferable skills you may have in any of these areas.

Please return to Jo Offen jo.offen@rcslt.org**.**

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| --- |
| Name:  |
| Membership number: |
| Contact details (telephone and email address): |
| **This matrix is to support the RCSLT in aiming to include a range of skills, knowledge and experience. Nominees are not expected to select every item. Please provide a brief statement next to those that apply to you and tick (or type ‘X’) in the rating column as appropriate.** |

|  | **Supporting statement** | **Fully met by me** | **Partially met by me** | **Not met by me** |
| --- | --- | --- | --- | --- |
| 1. **General skills**
 |  |  |  |  |
| Demonstrate enthusiasm for the RCSLT, its vision, goals, operations and its people. |  |  |  |  |
| Have experience of Committee work  |  |  |  |  |
| Have experience of Not for Profit organisations |  |  |  |  |
| Have experience of corporate governance |  |  |  |  |
| Act in a manner that challenges the decision making process of the Committee that is seen to be constructive and developmental. |  |  |  |  |
| Is able to provide feedback to colleagues (peers and subordinates) in a manner that is constructive and aligned with the goals of the RCSLT rather than from the basis of a personal agenda. |  |  |  |  |
| Is seen as a team member. |  |  |  |  |
| 1. **Finance Skills**
 |  |  |  |  |
| Have knowledge of and experience in financial governance. |  |  |  |  |
| Have the ability to assimilate detailed financial and budgetary information. |  |  |  |  |
| Have knowledge of and experience in budgeting. |  |  |  |  |
| Have experience in monitoring financial performance. |  |  |  |  |
| Have experience of formulating and reviewing investment policy |  |  |  |  |
| Have knowledge of and experience in internal audit. |  |  |  |  |
| 1. **Membership issues**
 |  |  |  |  |
| Have an awareness of the “membership offer” from the RCSLT and a willingness to contribute to the debate on improvements to it. |  |  |  |  |
| 1. **Performance, Contracts, risk management and internal audit**
 |  |  |  |  |
| Have experience of performance management (KPIs, organisational performance) |  |  |  |  |
| Have experience of risk management frameworks and their implementation |  |  |  |  |
| Have experience of internal audit functions and their implementation |  |  |  |  |
| Have experience of contracting, tender processes and contract management. |  |  |  |  |
| 1. **HR**
 |  |  |  |  |
| Have experience of working within an HR regulatory framework and understanding of HR policies. |  |  |  |  |
| 1. **IT**
 |  |  |  |  |
| Have experience of implementing IT and digital strategy and policy. |  |  |  |  |
| 1. **Facilities management (including Health and Safety)**
 |  |  |  |  |
| Please state any relevant experience. |  |  |  |  |
| 1. **Heritage and archival work**
 |  |  |  |  |
| Have an interest in the preservation of the history of the SLT profession |  |  |  |  |
| Have experience of historical or archival work |  |  |  |  |
| 1. **Training and Development**
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| Please state what training and development needs, if any, that you think you might need to fulfil the role. |  |

Applications will be considered against the matrix of skills and experience to ensure that the Committee overall has all, or as much as possible, of the necessary expertise.

**PLEASE SUPPLY A STATEMENT AS TO WHY YOU FEEL YOU ARE SUITABLE TO BE A MEMBER OF THE FINANCE AND RESOURCES COMMITTEE AND WHAT YOU FEEL THE COMMITTEE’S ROLE SHOULD BE AT THIS STAGE OF RCSLT’S DEVELOPMENT (400 words max):**