



Faculty of  
**Medical Leadership  
and Management**



# FMLM Treasurer

## Candidate brief

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Closing date: 12.00pm Monday 24 March 2025  
Interview date: Wednesday 2 April 2025



UK Health Alliance  
on Climate Change

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# Welcome

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Dear Colleague,

Thank you for your interest in the role of Treasurer at the Faculty of Medical Leadership and Management (FMLM), the professional home of medical leadership in the UK. Established by all the UK Medical Royal Colleges in 2011 and endorsed by the Academy of Medical Royal Colleges, FMLM is an internationally recognised organisation that champions excellence in healthcare leadership to improve the quality of patient care. FMLM is a Designated Body providing professional appraisal and revalidation services for doctors, and co-owns the BMJ Leader journal with the British Medical Association.

You will be joining FMLM at a hugely exciting time. With the publicly announced support of the cross-Party Health and Social Care Select Committee, members of the NHS England Board, Officers in the existing Medical Royal Colleges, and educational and academic leaders across the UK, we are starting our journey to develop a UK College of Clinical and Executive Leadership. As part of this journey, whilst remaining a values-based charity, we are pivoting our commercial operations to further enhance our financial sustainability, improve our membership offer at personal, team, organisational and system levels, and meet our commitments as a proud member of the UK Health Alliance on Climate Change. Building on the solid foundations of our published evidence base, professional standards, and strong track record of delivering a wide range of leadership development programmes, FMLM will innovate, diversify, and transform.

Joining this agile, dynamic, and growing organisation, the Treasurer will work closely with fellow Trustees and the FMLM leadership team to help shape the organisation's next chapter by:

- Ensuring compliance with financial, legal, and governance requirements.
- Providing strategic financial oversight.
- Building and maintaining relationships with donors, sponsors, clients, and stakeholders.
- Supporting financial sustainability by overseeing budgets, reserves, and diversified income streams.
- Driving innovation by identifying and championing new financial opportunities.
- Upholding strong governance and accountability through clear reporting mechanisms and ethical financial practices.
- Advocating for the charity's mission, ensuring financial and commercial decisions align with its values and amplify its societal contributions.

If you share our values and vision to champion, influence and develop excellence in healthcare leadership to drive improvements and equity in patient care, then please get in touch and we look forward to receiving your application.

Yours faithfully,

*Celia Ingham Clark*

**Celia Ingham Clark** | [Chair of the Board](#)

# Context for the appointment

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The Board of Trustees leads the FMLM Group, consisting of a charity and its commercial trading arm. The Board is made up of clinical and lay Trustees, alongside the Treasurer. All members are newly appointed and some further recruitment is also due to take place.

This is an important, transformational time for FMLM.

- A significant organisational restructure was undertaken in 2024.
- FMLM is embarking on a journey to become a pan-UK, multi-specialty 'College of Clinical and Executive Leadership' in collaboration (not competition) with strategic partners and stakeholders to:
  - Further professionalise multidisciplinary healthcare leadership;
  - Design and deliver programmes to improve the consistent application of professional standards;
  - Accredit individuals, teams, organisations, and systems;
  - Quality assure against agreed, evidence-based best practice;
  - Support current and aspiring leaders from student to executive levels; and
  - Develop healthcare leadership competencies.
- FMLM's [Professional Standards](#) are being updated in collaboration with strategic partners.
- FMLM are proud to have joined the [UK Health Alliance for Climate Change](#).

FMLM remains committed to our charitable aim of enhancing patient care through excellence in clinical leadership and management.

We believe healthcare leaders from all professional backgrounds, clinical and non-clinical, require and deserve greater support in developing their leadership competence and confidence.

The FMLM Board of Trustees will:

- Play a critical role in overseeing compliance with all relevant laws and regulations, safeguarding the organisation's reputation and ensuring ethical practices are upheld.
- Work collaboratively to set the long-term vision and strategy, ensuring that both the charity and its commercial arm remain aligned with their core mission while adapting to evolving needs and opportunities.
- Be instrumental in fostering and nurturing key relationships that are vital for the organisation's growth, sustainability, and ability to deliver on its mission.
- Help guide the organisation's growth and ensure that resources are managed responsibly to maximise impact.
- Encourage a culture of innovation, exploring new ideas, opportunities, and partnerships that can help propel the organisation forward in a competitive and evolving environment.
- Ensure the organisation has robust governance structures in place, fostering a culture of accountability and transparency in decision-making.
- Act as ambassadors for the organisation, helping to raise its profile and advocate for its cause at a local, national, and potentially international level.
- Work closely with the FMLM executive team, helping to mentor and guide senior leaders, fostering a leadership culture that is agile, adaptable, and ready to meet future challenges.

# FMLM Services

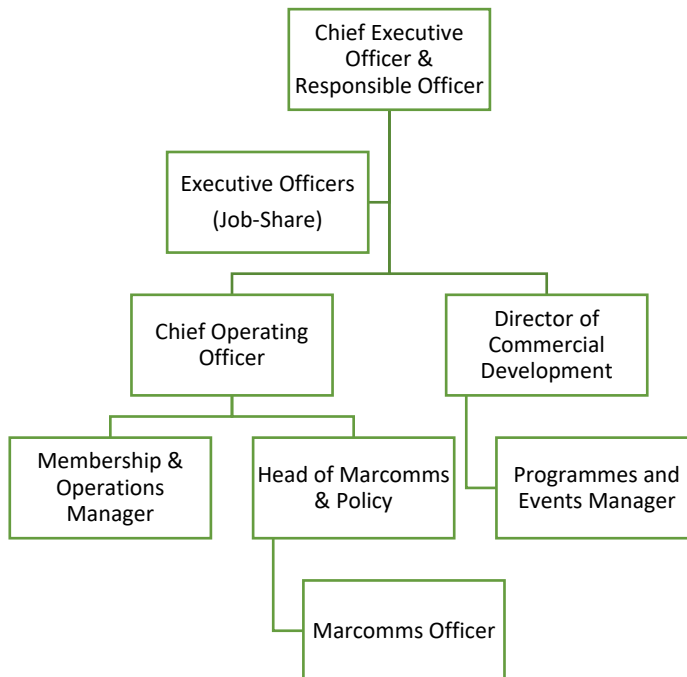


# Organisational chart

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FMLM is led by a Board of Trustees who have ultimate responsibility for directing the affairs of the organisation and ensuring that it is financially sound, sustainable, well-run, and delivering the charitable aims for which it has been established.

Day-to-day responsibility for the organisation is delegated to the CEO.



# Role description

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<b>Role title:</b>	Treasurer
<b>Remuneration:</b>	Voluntary
<b>Commitment:</b>	<ul style="list-style-type: none"> <li>• Four quarterly Board meetings (2 hours) and preparation.</li> <li>• Four quarterly finance meetings (1.5 hours) and preparation.</li> <li>• Annual Board Strategy Day.</li> <li>• Representation at key events e.g. extraordinary meetings, meetings with auditors, annual conference, annual general meeting, fellowship graduations.</li> </ul>
<b>Business Address:</b>	167-169 Great Portland Street, Fifth Floor, London, W1W 5PF
<b>Term:</b>	Three years (extension for a further two years subject to Board approval)
<b>Accountable to:</b>	Chair of the Board
<b>Direct report:</b>	N/A
<b>Role purpose and scope:</b>	<p>As a Trustee, the Treasurer shares the same legal and fiduciary responsibilities as other Trustees, which include ensuring that the charity is run in accordance with its governing documents, is financially sound, and acts in the best interest of its beneficiaries. In addition, the Treasurer has the specialised role of managing and reporting on financial issues. Along with the Chief Executive Officer, they will review budgets, financial statements, and cash flow on a regular basis outside of Board meetings.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Lead on finance oversight of the charity and limited company on behalf of the other Trustees.</li> <li>• Provide support and guidance to the team and auditors for the annual audit.</li> <li>• Governance and compliance.</li> <li>• Liaison between the charity and associated limited company.</li> <li>• Risk management.</li> <li>• Strategic guidance and oversight.</li> </ul>

<b>Responsibilities:</b>	<p><b>Financial and Legal Obligations, and Accountability</b></p> <ul style="list-style-type: none"> <li>• Act as Lead Trustee for all financial matters and Board liaison with auditors.</li> <li>• Support and advise the Chief Executive Officer and finance leads on good practice and solution-focused approaches to support timely resolution of any issues.</li> <li>• Liaise with auditors before, during and after the annual audit as required.</li> <li>• Accountable for ensuring financial transparency across the charity and the company.</li> <li>• Ensure that both entities remain compliant with their respective financial and legal obligations:             <ul style="list-style-type: none"> <li>○ <b>Charity:</b> Filing annual reports and accounts with the Charity Commission, complying with charity law, and maintaining the public's trust.</li> <li>○ <b>Company:</b> Filing accounts and returns with Companies House, complying with tax laws, and meeting company law requirements.</li> </ul> </li> <li>• Ensure the company's operations are tax-efficient (e.g., ensuring it qualifies for tax exemptions by transferring profits to the charity through Gift Aid).</li> <li>• Ensure appropriate financial reporting and impact measurement is embedded within the organisation to demonstrate how the company's commercial activities are furthering the charity's objectives.             <ul style="list-style-type: none"> <li>○ The charity must comply with the Charity Commission's requirements, submitting accurate reports, annual returns, and demonstrating public benefit.</li> <li>○ The company must file its own accounts with Companies House and maintain its corporate governance responsibilities and also provide transparent reports on how its activities support the charity.</li> </ul> </li> </ul> <p><b>Public Benefit</b></p> <ul style="list-style-type: none"> <li>• Ensure the charity fulfils its charitable purposes as set out in its governing document for the public benefit.</li> <li>• Ensure that the limited company's activities align with the charity's purposes and do not compromise its charitable status.</li> <li>• Ensure that the limited company's profits are used to further the charity's aims.</li> </ul> <p><b>Charity and Company</b></p> <ul style="list-style-type: none"> <li>• Act in the best interests of the charity, making decisions that align with the charity's mission and objectives.</li> <li>• If also undertaking role as company director, act in the best interests of the company while ensuring the company's activities benefit the charity.</li> <li>• Prioritise the charity's interests (the charity is the primary and only stakeholder) if a conflict of interest arises between the charity and the company.</li> </ul>
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### Managing Resources

- Responsible for overseeing the resources of both the charity and its associated company, ensuring they are used wisely and only for purposes that further the charity's mission.
- Ensure the company generates profit in a way that benefits the charity and that profits are transferred to the charity without compromising the charity's charitable status.
- Monitor financial controls, manage risks, and protect the assets of both entities.

### Act with Reasonable Care and Skill

- Apply reasonable care and skill, seeking professional advice and appointing competent directors to the company as required.
- In the context of the limited company, trustees who serve as directors must adhere to fiduciary duties under company law, including:
  - Promoting the success of the company for the benefit of charity.
  - Exercising independent judgment and acting with skill and diligence.

### Governance

- Set clear boundaries and responsibilities between the charity and the company to avoid conflicts or confusion.
- Maintain good governance practices within both the charity and the company:
  - **Charity Governance:** Regularly reviewing policies, monitoring the charity's activities, and ensuring the Board of Trustees is balanced and diverse.
  - **Company Governance:** Ensuring the company's Directors are properly appointed, company operations are ethical, and decision-making aligns with the charity's best interests.

### Conflicts of Interest

- Avoid conflicts of interest between personal or business dealings and the charity and company.
- Be vigilant about avoiding conflicts of interest between their responsibilities to the charity and any specific role in the company.
- Directors of the company must ensure that the company's activities do not create personal benefits or undermine the charity's integrity.
- Ensure conflicts of interest are declared and request a recuse from decisions where necessary.

### General

- Support the recruitment, selection and succession planning of

	<p>Trustees and the Chair.</p> <ul style="list-style-type: none"><li>• Support the Chief Executive Officer, finance leads and wider FMLM team on matters that require Trustee and financial expertise e.g. liaising with the HMRC, Charities Commission or Companies House.</li><li>• Deputise for the Chair of the Board if required.</li><li>• Represent and advocate for FMLM in public forums.</li></ul> <p>This role will require the following as standard, as and when applicable:</p> <ul style="list-style-type: none"><li>• Perform other duties appropriate to the role as reasonably required e.g. lead sub-committees.</li><li>• Seek to minimise environmental impact in the performance of the role and promote environmental sustainability within area of responsibility.</li><li>• Comply with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics.</li></ul>
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# Person specification/requirements

	Essential	Desirable
<b>Mandatory Requirements</b>		
Eligible to act as a Trustee (not disqualified) via <a href="#">self-declaration</a> .	✓	
Accounting qualification (such as ACA, ACCA, CIMA, or CPA).	✓	
Member of the Chartered Institute of Public Finance and Accountancy.		✓
Familiarity with charity governance, charity accounting standards (such as the Charity SORP), and the regulatory environment for charities.	✓	
Understanding how limited companies operate, legal requirements including profit distribution, shareholder roles, financial compliance, etc.	✓	
Employed or based in the United Kingdom.	✓	
<b>Experience</b>		
Experience of managing finances, including budgeting, financial reporting, cash flow management, and audits.	✓	
Experience of serving on a board or finance committee	✓	
Experience of facilitating and delivering successful audit outcomes.	✓	
Experience of supporting organisations through significant change.	✓	
Engagement with equality, diversity, inclusion and belonging initiatives with evidence of impact.		✓
Experience in strategic decision-making, organisational oversight, and long-term planning.	✓	
Familiar with investment principles and policies, especially if the charity holds or manages investments through its subsidiary.		✓
Experience of securing grants and funding.		✓
<b>Skills and abilities</b>		
Ability to align financial management with the charity's strategic goals, ensuring all entities operate efficiently and sustainably.	✓	
Ability to address challenges, manage risks, and respond to changes in the operating environment.	✓	
Exceptional communication skills and ability to present financial information clearly to a variety of stakeholders, including Board members who may not have financial expertise.	✓	
Ability to articulate the organisation's goals and represent FMLM within public forums.	✓	
Able to identify and initiate financial sustainability initiatives.	✓	
<b>Personal attributes</b>		
Trustworthy, honest, and upholds strong ethical standards, makes decisions with transparency and in the best interest of their organisation and its stakeholders, promoting trust across the board, staff, and members.	✓	
Commitment to FMLM's journey of growth and development.	✓	
Comfortable with uncertainty, challenge and shifting landscapes.	✓	

Commitment to equality, diversity, inclusion and belonging and an understanding of how to demonstrate this within the role and organisation.	✓	
Willingness to work flexibly; occasional evenings/weekends and UK travel.	✓	

## How to apply

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Application is by way of CV with a supporting statement that should set out your motivations for applying and how your experience meets the scope of the responsibilities. The supporting statement should be no more than two sides of A4.

Applications should be sent via email to [hrsupport@fmlm.ac.uk](mailto:hrsupport@fmlm.ac.uk)

Applications should be received by 12pm on Monday 24 March 2025.

### Selection process and timescales

- CV and supporting statement to be submitted in PDF format by 24 March.
- Interview with panel on Wednesday 2 April. The panel will consist of:
  - Mrs Celia Ingham Clark (Chair)
  - Mr Jonathan Levy (Director of Finance)

### Accessibility

Please let us know if you have any special requirements we might need to consider in relation to the interview process. Any requests will not be considered in the selection process.