



Independent Member – Risk & Finance Committee 2025



About the Institute of Leadership

The Institute of Leadership is the professional membership body for an active, international community of over 50,000 leaders, managers, coaches and mentors – but we are much more than a professional body. We create world-class tools, deliver award-winning e-learning and undertake practical research to help unlock individual leadership potential.

We are a registered charity governed by a board of trustees. The Institute of Leadership was founded in 1947 and reclaimed its independent status as a professional body in 2016. This independence has enabled The Institute to become closer to its members and better support their leadership development to campaign more effectively for great leadership everywhere.

Why join our Risk and Finance Committee

This is a voluntary opportunity for an existing member of the Institute to make a meaningful contribution to its governance and long-term sustainability. As an Independent Member of the Risk and Finance Committee, you will help ensure the Institute's risk management, internal controls, and financial reporting processes are robust, transparent, and aligned to our strategic objectives.

While the role is unpaid, it offers a unique chance to gain non-executive experience in a structured and supportive environment, develop your governance knowledge, and contribute your expertise in a way that benefits the wider membership. You will have the opportunity to work closely with trustees, the senior leadership team, and fellow professionals, and to influence the Institute's approach to risk, compliance, and financial planning.

This role is ideal for members who are passionate about the mission of the Institute and who want to become more involved in its governance without committing to a full Board position. Whether you are an experienced finance professional or emerging into a governance role, your contribution will be valued and impactful.

Message from the Chair of the Board of Trustees

Thank you for your interest in becoming an Independent Member of our Risk and Finance Committee. This is a meaningful opportunity to contribute your expertise and insight to the Institute of Leadership in a focused, high-impact governance role.

As a professional membership body and registered charity, our purpose is to champion leadership in all its forms—and to inspire it everywhere. We are proud to serve a diverse and growing community of members who are committed to developing themselves and others. Sound governance, clear accountability, and responsible financial management underpin everything we do.

Our Risk and Finance Committee plays a vital role in ensuring we remain resilient, well-governed, and strategically aligned. By joining this Committee, you will support the Board in providing essential oversight of risk, compliance, and financial planning. You will help us navigate uncertainty with confidence, safeguard our resources, and uphold the standards our members expect.

This voluntary position is open to current members of the Institute, or commit to becoming one upon appointment, who wish to become more deeply involved in our work without taking on a full Trustee role. It's an excellent way to contribute your knowledge, gain experience in governance, and engage with the organisation's strategic direction in a meaningful way.

We are looking for someone who brings a thoughtful, analytical mindset and a commitment to our values. In return, you will be welcomed into a collaborative and professional environment, where your contribution will be recognised and valued.

We warmly encourage you to apply—and to help us strengthen our foundations.



Emrys Green

Chair, The Institute of Leadership

Key Responsibilities

As outlined in the Committee's Terms of Reference, the role includes:

- Reviewing the organisation's Risk Management Framework, Risk Register, and insurance arrangements
- Ensuring appropriate action is taken to mitigate key risks
- Reviewing compliance with legislation and oversight of the Legal Register
- Contributing to the review of annual statutory accounts before Board sign-off
- Meeting with auditors to review their findings and management responses
- Advising on accounting policies, financial planning and audit performance
- Supporting investigations or reviews at the Board's request
- Monitoring financial strategy in line with organisational objectives
- Attending Committee meetings and contributing to reports to the Board

Skills and Experience

We are seeking a member who brings:

- A professional background in finance, audit, risk, or accounting
- An understanding of governance and the role of committees in providing scrutiny
- Strong analytical thinking and confidence reviewing financial documentation
- Sound judgement and the ability to challenge constructively
- Commitment to our values and a willingness to work collaboratively with others

A recognised financial qualification (e.g. ACA, ACCA, CIMA, CIPFA, IRM) and/or experience of sitting on a committee in a voluntary, public or professional capacity would be beneficial but not essential.



Eligibility and Commitment

This is a voluntary position, and the Independent Member is not an employee of the Institute. The role is undertaken in a personal capacity and forms part of the governance framework that supports our charitable purpose. While there is no remuneration, reasonable out-of-pocket expenses incurred through fulfilling your responsibilities will be reimbursed in line with the Institute's expenses policy.

To be eligible for this opportunity, you must be a current Associate, Member, Fellow, or Companion of the Institute – or willing to become one upon appointment. Ongoing membership throughout is required throughout your term, reflecting our commitment to ensuring that all governance participants are aligned with, and invested in, our mission, values, and professional standards.

The Risk and Finance Committee typically meets quarterly throughout the year, with meetings lasting half a day. Meetings are usually held online, with occasional in-person meetings where appropriate. Members should expect to dedicate 4–6 days per year, including meeting attendance, preparation time (reviewing papers and engaging with material in advance), and contributions to follow-up actions or projects arising from Committee discussions.

From time to time, Members may also be asked to support specific Risk and Finance Committee initiatives, reviews, training, or working groups, depending on expertise and availability. In addition, the Independent Member will be warmly invited to attend Institute events, offering further opportunities to connect with the wider community and support the Institute's work.

Your active participation and considered contributions will play an important role in helping the Committee provide effective oversight and assurance to the Board.

Application Process

To apply, please provide your CV and a cover letter of no more than 2 A4 pages (12pt font) outlining your experience and what you would bring to this role, and why you are interested in joining the Risk and Finance Committee of the Institute of Leadership.

Applications should be sent by email to the Head of HR; Cassandra Thompson, at: HR@leadership.global

Key Dates:

- Deadline for applications: 2nd June 2025
- Shortlisting: By 6th June 2025
- Interviews (Online): Expected week commencing 9th June 2025
- Appointment start date: 30th June 2025

The Institute of Leadership is committed to fostering an inclusive and diverse organisation. We believe that a wide range of perspectives, backgrounds, and experiences is essential to our success.

We encourage applications from members of all genders, races, ethnicities, sexual orientations, disabilities, and religions, as well as those with different national origins, life experiences, and perspectives.

If any assistance is required at any stage of the recruitment process, or if you have any questions about accessibility, please contact our Head of HR so that we may support and work with you to meet your needs.

Interviews will take place online.