

Role Profile

JOB TITLE:	Independent Chair of the Audit Committee
GRADE:	The appointment will be for a four-year term of office, subject to an annual appraisal conducted jointly by the Mayor, the Chief Executive and the Independent Chair of the Standards Committee. The regular cycle of Audit Committee meetings is four per year and it is proposed the Independent Chair is paid an allowance of £1000 per meeting.
POST NUMBER:	
DIRECTORATE:	
SERVICE:	
RESPONSIBLE TO :	
RESPONSIBLE FOR:	Not applicable
	This post does not require a DBS check.
ROLE SUMMARY:	This role has several key areas of responsibility. In summary, these include to chair the Audit Committee and to provide independent scrutiny, support and challenge when reviewing: Internal Audit Reports. External Audit Reports. Financial statements. Other evidence of the Council's risk management and internal control systems. This role will work with the Corporate Director, Resources (S151 Officer) and/or the Director of Finance (Deputy S151 Officer) and the Head of Internal Audit, Anti-Fraud and Risk to plan an effective work programme for the Committee. This role will report to full Council, when required to give assurances about the Council's financial statements, risk management and internal control mechanisms or to raise concerns of any significant weakness.

ROLE REQUIREMENTS:	
1.	To provide high level support, challenge and assurance in support of the continual development and delivery of the Council's financial statements, internal and external audit reports and other evidence of risk management and internal control system.
2.	To link with the most senior strategic leaders in the Council to provide assurance, visibility, and transparency on current and upcoming issues.
3.	To drive the effective scrutiny of arrangements and relationships in the Council to ensure that effective processes, leadership and systems are in place. Additionally, that the reporting of these arrangements, systems and outputs (including learning and recommendations) are of the highest quality and strongest possible impact.
4.	To provide independent assurance of the adequacy of the risk management framework and the associated control environments.
5.	To provide independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment.
6.	To ensure that issues arising from the preparation of the Council's financial accounts are properly managed in line with the Council's accounting policies and relevant regulations.
7.	To be aware of the Council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
8.	To maintain customer records and archive systems in accordance with Council procedures and policies as well as statutory requirements.
9.	Treating all information acquired through engagement, both formally and informally, in accordance with the Council's Data Protection Policy.
10.	To be responsible for own Health & Safety, as well as that of colleagues, service users and the public.
11.	Ensure that all duties and responsibilities are discharged in accordance with the Council's policies and procedures, the Code of Conduct for Members and relevant regulations and legislation.
12.	To comply with the Council's equal opportunities and diversity policies.

Person Specification

Person Specification for the Post of Independent Chair of the Audit Committee		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Qualifications and Experience	Significant experience and understanding of audit or similar formal governance committees gained in the public sector or from major complex companies. Or have experience as a senior external auditor of a significant organisation or experience as a senior qualified accountant.	E	A, I
	Demonstrable experience of developing and managing effective working relationship with politicians and senior managers.	E	A, I
	Ability to demonstrate a good understanding of how to improve the performance, relevance, and effectiveness of Audit Committees.	E	A, I
	Experience of operating within a formal risk management framework.	E	A, I
	Evidence of working for a significant period at a senior leadership level.	E	A, I
	Experience of chairing high level meetings to achieve effective outcomes; ideally experience of having chaired formal committees.	E	A, I
	Experience of promoting apolitical open discussion and encouraging a candid approach from all participants.	E	A, I
	Experience of maintaining the focus of the committee on matters of greatest priority.	E	A/ I

	Ability to manage and present information to groups in politically sensitive environments and to work effectively with colleagues who may have different levels of experience and understanding	E	A/I
Knowledge	Detailed knowledge and experience of internal control and audit standards in a large, multi-disciplinary organisation; ideally local government	E	A/I
	Knowledge of local government finance.	E	A/I
	Knowledge, expertise and interest in the work of the committee.	E	A/I
	Able to demonstrate influencing and consensus building skills.	E	A/I
	Understanding of assurance and review methodologies, system level accountability processes.	E	A/I
	The ability to challenge the Executive and senior managers when required.	E	A/I
	Ability to plan the work of the committee over the year and beyond.	E	A/I
	Able to keep a clear focus on the role and to lead the committee in line with good governance principles.	E	A/I
	Able to focus on improvement, secure agreement on actions and ensure that actions are implemented.	E	A/I
	Able to demonstrate a commitment to excellent public services.	E	A/I
	Understanding and commitment to promoting equality of opportunity in service delivery with an understanding of the issues underpinning these values.	E	A/I