

JOB DESCRIPTION

JOB TITLE:	Independent Member for Audit Committee
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THE ROLE

An independent member will provide an independent and impartial presence on our Audit Committee. It is an opportunity to make a contribution to the Governance of the Authority.

The Audit Committee comprises 12 people, 11 Members from the three Unitary Authorities that make up the Combined Authority and the Independent Member. The role of the audit committee is to provide independent assurance to the Combined Authority regarding the adequacy and effectiveness of its governance, internal control and risk management arrangements and to oversee the statutory financial reporting process.

The Audit Committee usually meets formally up to four times a year. An additional one to two meetings only on an 'exception' basis if required, these may include ongoing training and briefing.

KEY RESPONSIBILITIES

Preparation for and attendance of Audit Committee meetings is required, as is a willingness to attend any relevant training provided.

As an Independent Person:

- You must not be a current Councillor or Officer of any of the three authorities that make up the Combined Authority; or of a Parish Council of one of those authorities; or have been so in the preceding five years prior to appointment
- You must not be a relative or close friend of any person identified above
- You must have no unspent criminal convictions or be an undischarged bankrupt
- You should have no conflicts of interest with the Combined Authority and must complete a declaration of relevant interests
- You will be required to sign an undertaking to comply with the Combined Authority's Code of Conduct

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Knowledge/Understanding of public sector corporate governance arrangements

- Knowledge of the role of Internal Audit
- Knowledge of Financial Management
- Knowledge/Understanding of risks involved in major infrastructure delivery
- Understanding of risk management or assurance frameworks

Experience

- Ideally you will possess business management experience of working at a senior level in a complex organisation
- Alternatively, you may have sat on an Audit Committee or had other experience
- which would give you a similar understanding

Skills and Competencies

- Engaging mind, able to understand complex issues in a political environment
- Able to understand the importance of accountability and probity in public life
- Ability to see and focus on the ‘big picture’ and to avoid being drawn into ‘detail’
- Able to act with objectivity and integrity in an independent role
- Able to analyse and assess evidence and offer objective pragmatic advice
- Possess strong interpersonal and communication skills
- Possess a strong understanding of Corporate Governance
- Able to understand and contribute to the wider work of the Combined Authority

DESIRABLE

Qualifications and Knowledge

- Some degree of strategic management and/or financial and risk management experience would be highly desirable, as would senior involvement in delivery of major infrastructure projects
- A formal business management or accountancy qualification is desirable