

Independent Audit Committee Member

Background

Southend-on-Sea Borough Council operates an Audit Committee that is accountable directly to Council, whose role is to:

- provide the Council with independent:
 - assurance of the adequacy of the risk management framework and the internal control environment
 - review of its governance, risk management and control frameworks.
- oversee:
 - the financial reporting and annual governance processes
 - internal audit and external audit, helping to ensure effective relationships exist and efficient and effective assurance arrangements are in place.

The full Terms of Reference for the Audit Committee is attached at Appendix 1.

It operates in compliance with the Chartered Institutes of Public Finance and Accountancy's (CIPFA) good practice guidance "Audit Committees, Practical Guidance for Local Authorities and Police, 2013 Edition.

Duties and Responsibilities / Time Commitment

To attend Audit Committee meetings as and when required. The Committee normally meets four times a year, on a Wednesday, in the evening starting at 6.30 pm, in March, June, September and January. Meetings last between 2 to 3 hours and you would also need to allow for some preparation time.

To attend training events as required which are also usually held in the evening and last approx. 2 hours.

To contribute to the annual performance assessment of the Audit Committee should this be undertaken, which would also last approx. 2 hours.

To actively promote good governance, risk management and control in the delivery of the Council's functions.

To be an independent source of support for Council Audit Committee members regarding how it should operate, what its remit covers and what supportive challenge should be provided in response to reports presented to it.

Knowledge and Skills

The ideal candidate for the position of Independent Member of the Audit Committee will have:

- extensive experience of working with or being a member of an Audit Committee
- a financial or audit type background and appropriate experience of financial management
- a good understanding of governance, risk management and control
- integrity, objectivity, discretion and the ability to make decisions
- an ability to analyse complex information, question, probe and seek clarification so to come to an independent and unbiased view
- experience of working in or with large, complex organisations with an understanding of the political environment that local authorities operate within
- good interpersonal and communication skills.

You should not:

- have been a member or employee of the Council at any time during the last 5 years
- be a relative or close friend of a member or officer of the Council
- be engaged in any party political activity
- have any criminal convictions or be an un-discharged bankrupt
- have any significant business dealings with the Council.

Remuneration

This is a voluntary position.

The Independent Members Allowance is £1,084 per annum.