

Independent Audit Committee Member

Background

Sevenoaks District Council wish to appoint an independent non-voting member to their Audit Committee.

The role of the Committee includes the following:

- Maintain an overview of the effective development and operation of corporate governance and risk management.
- Review the work of the Internal Audit Team and approve the Annual Audit Plans.
- Review and approve the annual Statement of Accounts.
- Consider reports from the external auditors.

The full Terms of Reference of the Committee are included as a separate document.

Duties and Responsibilities / Time Commitment

To attend Audit Committee meetings as and when required. The Committee normally meet four times a year. The Committee meets during the evening at Sevenoaks, normally starting at 7.00 pm. Meetings last between 1 to 3 hours, and you would also need to allow for some preparation time.

There may be additional meetings and training events during the year if required.

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

To promote the high standards of conduct expected of members under the council's code of conduct.

To be an independent source of support for the Committee providing independent challenge and scrutiny in response to reports presented to it.

To abide with the Council's Constitution and relevant elements of the Members' Code of Conduct.

Knowledge and Skills

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

Essential

- A background and appropriate experience of financial / audit management and / or experience of governance issues.
- A good understanding of governance, risk management and control.

- Integrity, objectivity and discretion.
- An ability and willingness to analyse complex information, question, probe and seek clarification so to come to an independent and unbiased view.

Desirable

- Experience of working with or being a member of an Audit Committee or similar, such as Scrutiny or Governance.
- 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

An allowance of £800 p.a. is payable.