



Job Title: Independent Member of the Audit and Risk Assurance Committee

Salary: The post will be remunerated at £99 for meetings of less than 3.5 hours' duration and £198 for meetings over 3.5 hours' duration.

Location: Cardiff Area

Purpose of Post:

The primary role of the Independent Member of the Audit Committee is to provide assurance to the Accounting Officer, and to ensure that, in all material respects, funds provided by the Welsh Government have been applied properly to their relevant purposes, and in accordance with the requirements of Welsh Government policies.

Background

The Local Democracy and Boundary Commission for Wales is an independent Welsh Government Sponsored Body. It was established under the Local Government Act 1972, and was renamed under the terms of Section 2 of the Local Government (Democracy) (Wales) Act 2013. The 2013 Act replaced the Local Government Act 1972. The purpose of the Commission is to keep under review, in Wales:

- Local Government Areas
- Electoral Arrangements for principal areas

It also:

- Considers the recommendations of principal councils for community areas
- Undertakes reviews as directed by the Welsh Ministers

The Commission does this routinely, or in response to a request from local authorities, or as directed by Welsh Ministers. The Commission makes recommendations, which it considers are in the interest of effective and convenient local government, to the Welsh Government, who may implement or otherwise the recommendations it makes.

The Commission's budget for the financial year 2019/20 is £891,000.

Person Specification

All candidates should possess:

- Direct experience of Audit Committee work;
- Demonstrate strong analytical skills and the ability to evaluate information, and come to a reasoned conclusion;
- Relevant finance experience – a qualification in accountancy would be desirable;
- Be able to take an independent, evenly balanced view and demonstrate political neutrality;
- Have a clear understanding and commitment to equality issues and challenging discriminatory practices; and,
- Have a clear understanding and commitment to Nolan's 'Seven Principles of Public Life'.

As an Audit and Risk Assurance Committee member, you will be expected to declare proactively any potential conflict of interest arising out of business relating to the Committee's agenda or from changes in your personal circumstances.

Role Description

The Commission is required to ensure that it has effective arrangements in place to provide assurance to the Commission's Accounting Officer on the adequacy of arrangements within the Commission, for corporate governance, including internal and external audit, financial management and forecasting, and wider corporate governance matters.

To undertake this task the Commission has an Audit and Risk Assurance Committee, and wishes to appoint an independent member to that Committee to oversee this important task.

The aim of the Committee is to advise the Commission on the discharge of its responsibility for thorough and effective governance, and for the economic, efficient and effective discharge of its responsibilities. The Independent Member of the Committee will be required, in particular, to:

- Together with other members; review all aspects of the Commission's financial and budgetary control;
- monitor and review the systems in place to deliver effective risk management, internal control and wider governance responsibilities; and,
- review the arrangements in place to promote operational economy, efficiency and effectiveness.

Your review of these areas will be assisted by the Commission's internal and external auditors.

The primary role of the Independent Member of the Audit and Risk Assurance Committee is to provide assurance to the Accounting Officer, and to ensure that, in all material respects, funds provided by the Welsh Government have been applied properly to their relevant purposes, and in accordance with the requirements of Welsh Government policies.

You will be appointed to the Audit and Risk Assurance Committee by the Chair of the Committee to whom you will be accountable.

Time Commitment

Typically, your duties as Independent Member are expected to require attendance at three Audit and Risk Assurance Committee meetings a year. This includes the time necessary to familiarise yourself with the organisation, read the Audit and Risk Assurance Committee papers and prepare for meetings. Additional attendance and advice may be required depending on the circumstances.

How to Apply

Applications should be made by submitting a personal statement of no more than 500 words. You are also welcome to include your CV. You should provide evidence of the way your experience meets the criteria set out in the person specification by drawing on examples of your professional career or life experiences.

Selection Process

The selection process will be based on applicants' CVs and personal statements, judged against the role description and person specification above.

It is expected that interviews will be held late June 2019.

The principles of fair and open competition will apply and appointments will be made on merit.

Starting Date

1 September 2019

Further Information and Queries

For further information about the Local Democracy and Boundary Commission for Wales you may wish to visit the Commission's web site: www.ldbc.gov.wales or contact The Chief Executive, The Local Democracy and Boundary Commission for Wales, Hastings House, Fitzalan Court, Cardiff, CF24 0BL.