

Role Description for Independent member of Audit Committee.

Preamble

To act as an independent member of the Audit Committee, which is responsible for obtaining assurance about the Authority's activities and providing independent challenge and scrutiny of auditing, production of financial statements, internal controls and risk management within the Authority.

Role Purpose

As a member of the Audit Committee:-

- To support the Committee's role to oversee the assurance arrangements concerning all systems, controls and processes that may have an impact on the Authority's ability to deliver its Strategy;
- To review the annual financial statements before submission to the Authority;
- To ensure that:-
 - Effective audit functions are in place (both internal and external);
 - Adequate risk management processes are in place;
 - An adequate internal control environment is established;
 - Effective governance arrangements are in place.

Person Specification

- Able to demonstrate an understanding of the legal duties, liabilities and responsibilities of boards and of the difference between governance functions and management functions. Previous board or committee experience is essential.
- Experience of audit (internal or external), risk management and corporate governance ideally in a local authority environment or regulatory body (e.g. National Audit Office).

- Ability to work well as part of a diverse team.
- Strong environmental and strategic awareness and ability to identify emerging external factors that may impact on strategy implementation or plans.
- A good communicator with excellent leadership and interpersonal skills, objective and independent and able to challenge supportively.

Terms of Appointment

- As an independent member of the Audit Committee you will normally be expected to attend 2 Audit Committee meetings a year, (which are usually held during the daytime at Harrow Council offices, London) and to provide further advice and input from time to time.
- You will be required to attend training events relevant to the role as necessary.
- Appointments to the Committee will normally be for a period of three-four years and with a maximum term of service of eight years.
- The role is paid an allowance of £750 per meeting.