

SWINDON BOROUGH COUNCIL
INDEPENDENT MEMBER OF THE AUDIT COMMITTEE
JOB DESCRIPTION

Main Purpose

To act as an independent member of the Council's Audit Committee.

Duties and Responsibilities

1. to review the effectiveness of the Council's risk management framework and internal control environment, including overseeing:
 - risk management strategies
 - anti-fraud arrangements
2. to monitor the effectiveness of the Council's financial and non-financial performance to the extent that it affects exposure to risk and poor internal control.
3. to provide independent assurance to the Council in relation to the annual Statement on Internal Control/Governance Statement.
4. to review and approve the annual statement of accounts, confirming the appropriate accounting policies have been followed, including the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
5. to monitor and review the activity and effectiveness of both Internal and External Audit.

PERSON SPECIFICATION

Experience

You will be a person who has experience working in a medium/large organisation at a senior level or other experience that would give similar benefits.

Financial management experience (accountancy, audit or management of a large budget) would be advantageous.

Skills

You should be able to:

- understand complex issues and the importance of accountability and probity in public life.
- analyse and assess evidence and come to a rational conclusion.
- demonstrate objectivity.
- demonstrate integrity and discretion.
- make decisions.
- possess effective interpersonal skills.

Knowledge

Some knowledge of local government would be useful.

Knowledge of corporate governance arrangements in either public or private sectors would be beneficial.

Knowledge of risk management.

Commitment

The Audit Committee meets approximately 6 times a year for about 2 hours on each occasion. Preparation time will also be required for each meeting.

Other

You must:

- not be a councillor or officer of the Council or have been so in the preceding five years prior to appointment.
- have no criminal convictions.
- not be an undischarged bankrupt.
- you should have no significant business dealings with the Council.
- you should have no connection with any political group

Payment

This public office does not command a salary, however reimbursement of travelling and subsistence expenses will be paid.