

Audit Committee Co-opted Independent Member

Role Profile

Horsham District Council is seeking to appoint an independent member to its Audit Committee for a term of two years, renewable for a further term of two years.

Purpose

The purpose of the role is to assist the Audit Committee in the exercise of its functions.

The functions of the Audit Committee include:

- Reviewing the effectiveness of the Council's system of internal control and considering quarterly internal audit reports and the main issues arising, seeking assurance that appropriate action has been taken as necessary.
- Reviewing the effectiveness of the Council's system of internal audit.
- Considering the Council's statement of accounts and approving the same.
- Considering the reports of the Council's external auditors.
- Monitoring the effectiveness of the Council's financial procedure rules.
- Monitoring the effectiveness of the Council's risk management arrangements and approving the Risk Management Policy Statement and Strategy.
- Approving the Annual Governance Statement, ensuring that this properly reflects the control environment, and reviewing actions required for improvement.
- Considering the annual borrowing and lending parameters requested by the Director of Resources annually and agreeing the Council's Treasury Management Strategy.

As this is an advisory role, you will not have voting rights.

Person specification

You will have technical expertise and professional experience in one or more of the following areas:

- Accountancy
- Internal audit
- Risk management
- Governance

You will have strong analytical skills and be willing to ask probing questions. You will also be a good communicator.

You will have an interest in the work of the Council and ideally a connection to the Horsham district.

In order to maintain independence, you must not:

- Be, or have been within the last five years, a member, co-opted member or officer of Horsham District Council
 - Be a relative or close friend of a member, co-opted member or officer of Horsham District Council
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- Have significant business dealings with Horsham District Council
- Be an active member of any political party

Time commitment

The Audit Committee is scheduled to meet four times a year at the Council offices in Horsham. The meeting dates for the 2024/25 municipal year are:

10 July 2024
18 September 2024
4 December 2024
26 March 2025

Meetings start at 5.30pm and generally last no more than 1 hour 30 minutes.

You will also need to allow time to read the agenda papers, which will be published the week before the meeting. Examples of these are available [on the Council's website](#).

There may also be a requirement to attend additional meetings scheduled on an ad hoc basis, and to respond to occasional emails between meetings.

Meetings are live webcast and recordings of previous meetings are available to watch [on the Council's YouTube channel](#).

You will be provided with training prior to your first meeting and invited to attend any other suitable training opportunities that may arise.

Remuneration

As this is a new role, remuneration will be set by councillors after receiving advice from the Council's Independent Remuneration Panel. Based on similar roles at other local authorities, it is anticipated that remuneration will be in the region of £800 per annum.

Expenses may also be reimbursed in accordance with the Council's Scheme of Members' Allowances.

Application

Please submit a CV along with a covering letter of no more than 750 words outlining what you would bring to the role to dominic.bradley@horsham.gov.uk by midnight on Sunday 24 March 2024.

Interviews will take place during the week commencing Monday 25 March 2024.

You will be required to provide details of two referees.

Further information

For an informal conversation about the role, please contact Dominic Bradley, Director of Resources, on 01403 215300 or dominic.bradley@horsham.gov.uk.

Privacy

Your information will be used and retained in accordance with [the Council's Privacy Notice](#).
