

Person specification: Independent Governance and Audit Committee Member

Kent County Council operates a Governance and Audit Committee that is accountable directly to council, whose role is to:

Provide the council with independent:

- assurance of the adequacy of the risk management framework and the internal control environment
- review of its governance, risk management and control frameworks.

Oversee:

- the financial reporting and annual governance processes
- internal audit and external audit, helping to ensure effective relationships exist and efficient and effective assurance arrangements are in place.

View the full [Terms of Reference for the Audit Committee](#).

It operates in compliance with the Chartered Institute of Public Finance and Accountancy's (CIPFA) good practice guidance and Position Statements last updated in 2018.

Duties and Responsibilities / Time Commitment

To attend Audit Committee meetings as and when required. The Committee normally meets four times a year in April, July, October and January. The Committee meets during the day, normally starting at 10am. Meetings last between 2 to 3 hours and you would also need to allow for some preparation time.

To attend training events as required which are normally held prior to the start of each meeting.

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

To be an independent source of support for Council's Governance and Audit 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 ideally have:

- extensive experience of working with or being a member of an Audit Committee
- a financial or audit type background and appropriate experience of financial management
- a good understanding of governance, risk management and control
- integrity, objectivity, discretion and the ability to make decisions
- an ability to analyse complex information, question, probe and seek clarification so to come to an independent and unbiased view
- 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.

The candidate should not:

- have been a member or employee of the Council at any time during the last 2 years
- be a relative or close friend of a member or officer of the Council, or be a member of the Borough or Parish 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 £1500 per annum will be paid plus reasonable travelling expenses.