

Job Description for Independent member of Audit and Risk Committee

Role

To act as an independent member of the Audit and Risk Committee, which is responsible for overseeing effective auditing, financial reporting, internal controls and risk management within the Council for Licensed Conveyancers (CLC).

Role Purpose

As a member of the Audit and Risk Committee:

- To oversee all systems, controls and processes that may have an impact on the CLC's ability to meet its business plan and corporate strategy;
- To review the annual financial report and accounts before submission to the Council
- 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;
 - The organisation functions within the legal and financial requirements of a registered corporate body.

Person Specification

- Commitment to the CLC's strategy and values and promoting consumer protection. Able to work in a way that demonstrates this commitment and to communicate this enthusiasm to others.
- 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 desirable.
- Experience of working in a regulatory environment, ideally with knowledge of financial, audit, risk management and corporate governance
- A professional accountancy or financial qualification and/or recent and relevant financial experience
- 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.
- A commitment to Nolan's seven principles of public life, selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A commitment to adhere to the CLC's Code of Governance
- Able and willing to devote the necessary time to the role.

Term of Appointment

- As an independent member of the Audit and Risk Committee you will normally be expected to attend up to 5 Audit and Risk Committee meetings a year (which are

usually held during the daytime remotely, with some meetings being held at the CLC's offices) 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 up to four years, which may be extended for further periods of up to four years provided the person concerned still meets the criteria for membership of the Committee.
- The role is paid at £350 per meeting, along with reasonable expenses in line with the CLC's Expenses Policy.