

<b>JOB DESCRIPTION</b>	
<b>Job Ref Number: IPA2-25</b>	<b>£1000 PA</b>
<b>Independent Member for Audit Committee</b>	
<p><b>PURPOSE OF JOB:</b></p> <p>To undertake the role of Independent Member for the Audit Committee providing an independent and impartial presence at meetings and making valuable contributions to the governance of the Authority.</p>	
<b>MAIN DUTIES:</b>	
1	To assist the Audit Committee with scrutinising the Authority's statement of accounts for its approval.
2	To review the Authority's corporate governance arrangements against the good governance framework.
3	Ensure high standards of conduct amongst Members through scrutiny of policies and process is and monitoring the operation of the Code of Conduct.
4	To receive and consider the internal and external auditors' opinions and reports and to monitor management action in response to any issues raised.
5	To consider the effectiveness and adequacy of the Authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
6	To consider the adequacy of the action being taken on risk related issues identified by auditors and inspectors.
7	To ensure effective scrutiny of the Authority's Treasury Management Strategy and policies.
8	To review and assess the economy, efficiency and effectiveness with which resources have been used in discharging the Authority's functions.
9	To contribute to reports and recommendations to the Combined County Authority in relation to reviews conducted within the remit of the Committee.

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Knowledge and experience in matters of audit, risk management, performance management and controls.	Application	Yes	
Knowledge and experience of corporate and financial governance and controls.	Interview	Yes	
An understanding of public sector finances.	Interview	Yes	
Knowledge of financial management and accountancy.	Application	Yes	
Able to analyse and assess information and make recommendations based on complex data.	Interview	Yes	
Able to understand complex issues and the importance of accountability and probity in public life.	Interview	Yes	
Able to make impartial and objective decisions.	Interview	Yes	
Able to use appropriate questioning techniques.	Application		Yes
Able to rigorously scrutinise and challenge constructively without becoming confrontational.	Application	Yes	
Able to demonstrate objectivity and impartiality.	Interview	Yes	
Able to communicate effectively both verbally and in writing.	Application	Yes	
Able to demonstrate effective interpersonal skills.	Interview	Yes	
Knowledge of local government / public service.	Application		Yes
Ability to play an effective role in meetings through listening, persuading and showing respect for the views of others.	Interview	Yes	
Experience of working in a large organisation, the public sector, or serving on a committee or a board.	Application		Yes
Strong leadership skills and experience of chairing meetings.	Application		Yes

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## **GENERAL**

The postholder is expected to work to the Greater Lincolnshire Combined County Authority Core Values and Behaviours and to carry out the duties in accordance with Greater Lincolnshire Combined County Authority policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Greater Lincolnshire Combined County Authority Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.