

## **Vacancy - Risk and Internal Audit Committee (R&IAC)** **(Unremunerated, out of pocket expenses paid)**

Opportunities exist to join a key Board Committee and provide further support to a great charitable organisation, the Letchworth Garden City Heritage Foundation. This Committee reports to the Board, and helps the Foundation manage risk and keep itself working well. Risk and audit might seem less “exciting” than other areas where a charity might need help, this is vital to help any modern charity keep its operations running effectively in the 21<sup>st</sup> century. The pressures on us can be just as big as industry, and the third sector can often face just as many risks and be challenged to find the time and money to manage risk effectively, so your support is very welcome. This is a role that could be part of a path to Board level membership with the Foundation, or outside.

The role of the R&IAC is to look at the effectiveness of the Foundation’s risk control framework and to help the Trustees and managers identify and assess risks to the Foundation, essential if we can deliver our charitable objectives. R&IAC should provide independent oversight of how the Foundation manages and monitor risk and effectiveness of its internal controls,. This includes:

- supervision of and tasking auditors,
- completeness of the Corporate Risk Register and effectiveness of risk management
- arrangements to safeguard the Foundation’s assets;
- arrangements to prevent fraud or error.

### **Experience / Understanding**

Candidates should be able to demonstrate experience, or, as a minimum, an understanding of:

- The role of an ‘audit committee’ in context of an overall governance framework
- The importance of effective risk management, financial reporting and proportionate internal controls
- Monitoring compliance on key service areas, in a regulated environment
- Undertaking “golden thread” deep dives whilst maintaining an overview of the Foundation’s potential weak points
- Contributing to the strategic direction of a complex organisation with multiple stakeholders.

Candidates will need the time and energy required to undertake the role e.g. including preparing for meetings, attending 4, 2-hour Committee meetings per year, and keeping up-to-date with relevant good practice by reading and attending or undertaking on-line briefing/training sessions as required. To support individuals with busy schedules meetings will be predominantly via Microsoft Teams.

### **Personal Competencies**

- Working knowledge of effective risk management and internal control systems.

- Analytical understanding: digging below a headline statistic or a report to identify further relevant performance measures or other dimensions of the issue to be addressed.
- The ability to scrutinise, support and challenge with appropriate balance and form a clear view on issues involving a wide range of conflicting viewpoints, with respect, listening skills; persuasiveness and influence in a mixed group; sensitive to others;
- The ability to foster positive working relationships within the Risk and Internal Audit Committee, the executive team, the internal auditors and across the Foundation and any subsidiaries, operating a challenge function perspective and values; independent when required to be.
- Strategic perception: seeing the “big” picture; putting individual issues/events into context; assessing options, achieving results / ability to prioritise offering meaningful direction
- Able to reconcile/tolerate tensions between business needs and Foundation’s social purpose

An induction programme will be provided to Committee members but the ability to quickly get up to speed with our internal audit programme, risk profile and operational activities is essential. There will be an opportunity to undertake the role of Committee Chair in due course for those interested, so this is also a great development opportunity.

### How to Apply

Applicants are asked to provide a brief personal statement, setting out how you meet each of the Personal Competencies. Your statement should be sent to the [chairofauditcommittee@lethworth.com](mailto:chairofauditcommittee@lethworth.com) and/or [jo.walker@lethworth.com](mailto:jo.walker@lethworth.com) no later than **19<sup>th</sup> August 2022**.

The current Chair Simon Franklin welcomes informal conversations about the role and can be contacted on 07545 036000.