

Audit and Risk Assurance Committee: independent member

Information pack 2024

Welcome from Ian Rees, Chair of the Audit and Risk Assurance Committee



Croeso/Welcome

Thank you for your interest in the role of Audit and Risk Assurance Committee: Independent member at Audit Wales. In this pack we provide a description of the role and give a flavour of what you will be doing.

Established as a corporate body by the Public Audit (Wales) Act 2013, the Wales Audit Office:

- provides staff and other resources to enable the Auditor General to do his work;
- monitors and advises the Auditor General.

The Auditor General is the statutory external auditor of most of the Welsh public sector. He is also the Chief Executive of the Wales Audit Office and the Accounting Officer.

In April 2020, the Auditor General for Wales and the Wales Audit Office adopted a new identity as Audit Wales as part of an ambitious programme of change to realise the organisation's potential and drive improvement throughout the Welsh public sector.

If you have any questions or would like an informal discussion regarding the Audit and Risk Assurance Committee: independent member role, please email BoardandCommittee.Support@audit.wales to make arrangements.

Dr Ian J Rees

Aelod Anweithredol o'r Bwrdd || Non-executive Board Member

Cadeirydd y Pwyllgor Archwilio a Sicrwydd Risg || Chair of the Audit & Risk Assurance Committee

Who are we?

We're an organisation that has reach across Wales's public sector, auditing public spending of more than £27 billion annually across more than 800 different organisations from the Welsh Government itself to the smallest community council.

On behalf of the people of Wales, we examine public spending and identify ways to improve public services. Our work supports the effective scrutiny of public money by the Senedd and locally elected representatives, and we are entirely independent of government. Our purpose is to:

- **Assure** the people of Wales that public money is well managed
- **Explain** how public money is being used to meet people's needs
- **Inspire** and **empower** the Welsh public sector to improve

You can read more about [our organisation and our work for the future in our video](#) and [our Annual Plan](#).

Audit Wales is working hard to truly embed our values and behaviours in all that we do and how we do it. You can read more about our [values and behaviours](#) on our website.

We embrace diversity in all its forms so welcome applications from people from all backgrounds and with different skills, experiences and perspectives.

We want to strengthen our workforce diversity particularly in terms of people who are black, Asian, or from other ethnic minorities, people with disabilities, people who are carers and people who are LGBTIQ+. Find out more about our approach to diversity and inclusion on our website.

If you can speak Welsh too then that's great, but don't worry if you can't, it's not essential for this role. All appointments will be made on merit against the person specification in this pack.

We're committed to working smarter and we've got great technology that supports us, we're building our coaching skills to empower and inspire each other.

About the Audit and Risk Assurance Committee

The Wales Audit Office has established an Audit and Risk Assurance Committee (the Committee) to support the Board and the Accounting Officer by reviewing the comprehensiveness and reliability of assurances on governance, risk management, the control environment and the integrity of financial statements and the annual report.

The Committee comprises:

- two non-executive members of the Wales Audit Office, one of whom is the Committee's Chair;
- one independent member; and
- an elected employee Board member.

The Committee advises the Board on whether the Wales Audit Office's audit and risk assurance arrangements:

- a) support its strategic aims;
- b) enable the efficient, effective and economic conduct of business; and
- c) comply with regulatory requirements.

The Committee meets this aim by:

- a) reviewing the comprehensiveness and reliability of assurances in meeting the Board's needs and those of the Accounting Officer;
- b) reviewing the integrity of the financial statements and the annual report; and
- c) providing an opinion on how well the Board and the Accounting Officer are supported in decision-making and in discharging their stewardship and accountability obligations.

Independent Member – Your role

In conjunction with other members of the Committee the successful applicant will:

- a) attend, and play a full part in the conduct of Committee meetings;
- b) contribute to the Committee's annual formal report to the Board on its activities; and
- c) attend any learning and development activities and participate in other activities as requested by the Board or the Accounting Officer.

This is a time limited appointment of up to three years which may be renewable, subject to satisfactory performance, for a second and final term. Performance of Committee members is appraised annually by the Chair.

The Committee's business will usually be conducted at four meetings during the year, normally in February, June, September and December. Additional meetings may be convened as business demands. The Independent member of the A&RAC is also invited to attend the Board meeting in June at which the Annual Report and Accounts are considered.

Meetings may be held virtually or in person, usually at one of our offices (currently in Cardiff, Swansea and Llandudno Junction).

Your benefits

The remuneration is £5,000 per annum. Expenses incurred in the course of your duties on the Committee will be reimbursed in line with the Board's travel and subsistence policy.

Independent Member Person Specification

Successful applicants will have:

- a) experience of Board level working in the public, private or third sectors;
- b) experience of providing constructive challenge leading to clear, balanced advice and guidance in matters of risk, control and governance;
- c) recent and relevant financial experience;
- d) a sophisticated approach to collaborative team working;
- e) an understanding of the environment in which the Wales Audit Office and Auditor General operate, including the governance and accountability arrangements;
- f) an understanding of the role and relevance of public audit;
- g) experience of the regulatory environment for audit and risk within public bodies;
- h) experience of achieving corporate and service objectives underpinned by -
 - sound ethical judgement; and
- i) an understanding of central government resource accounting;
- j) sensitivity to the needs of working in a bilingual environment.

We are looking for knowledge and experience that complements those of the existing Committee members. Experience of one or more of the following would be particularly welcome:

- governance, assurance and risk management;
- internal audit;
- external audit;
- information technology, cyber security / Artificial Intelligence.

The successful candidate will be expected to have, or to acquire as soon as possible after appointment, an understanding of:

- the objectives of, and significant issues for, the organisation;
- the organisation's structure, including key relationships;
- the organisation's culture;

- any relevant legislation or other rules governing the organisation.

Eligibility: Political and Outside Activities

Please note that sources of conflict of interest will also be taken into account in considering candidates for appointment. Any potential conflict issues disclosed as part of the recruitment process will be discussed with candidates at an appropriate stage.

How to apply

Please note that the application form will be used to assess all applicants. Failure to complete the application in detail may result in your application not progressing to the assessment stage. We reserve the right to reject an application where we consider that any eligibility criteria have not been met.

There will be a two-stage selection process for this position. Following a sift of your on-line application successful candidates will be invited to participate in an assessment comprising of a presentation. All assessments and interviews will be in person at our Cardiff office.

We only accept applications through our online portal, we do not accept CVs, but if you need us to consider a reasonable adjustment do please let us know in good time. Your application should be supported by evidence which refers to examples of where you have used/demonstrated your talents/skills in your business environment or other contexts. Your application should also set out how you meet the criteria outlined in the person specification.

When applying online please remember to press the continue button following submission of your application – once you have done this you will receive an acknowledgement to confirm your application has been submitted.

If you do not receive an acknowledgement, please contact our Human Resources Team immediately on 02920 320500 or via HRandPayroll@audit.wales

The position is subject to receipt of satisfactory references, proof of identity and a security check.

Assessment Centre

Further information about this stage will be provided nearer the time. Feedback will only be provided if you attend an assessment centre.

The recruitment timeline:

Deadline for applications:	24 May 2024
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Invites to interview issued or notification of your application not being sifted for interview:	early June 2024
Assessment/interview date:	w/c 24 June 2024

Further information

If you have any questions or would like an informal discussion with the Committee Chair regarding the process for our Audit and Risk Assurance Committee: independent member role, please email BoardandCommittee.Support@audit.wales.

Please contact HRandPayroll@audit.wales if anything in this pack is unclear or if you need us to make reasonable adjustments for you.