

JOB DESCRIPTION / PERSON SPECIFICATION

Post:	Chairperson of the Audit and Risk Committee
Tenure:	3 years from date of appointment
Commitment:	Minimum of 4 meetings per year, with additional meetings as required
Fees:	£320 per meeting (inc. preparation, report writing, etc)

Introduction:

The Northern Ireland Commissioner for Children and Young People (NICCY) was established under legislation, the Commissioner for Children and Young People (Northern Ireland) Order 2003, to provide an independent voice to promote and protect the rights of children and young people in Northern Ireland and to represent their interests.

The Accounting Officer for NICCY (the Commissioner), is personally responsible for safeguarding the public funds for which he/she has charge;

- for ensuring propriety and regularity in the handling of those public funds; and
- for the day-to-day operations and management of his/her staff and resources.

The duties of the Accounting Officer are specified in NICCY's Management Statement and Financial Memorandum.

It is difficult for the Accounting Officer as a single individual to gain assurance of the detail of how NICCY is conducting its business and the risks and controls therein. Therefore, in order to comply with best practice, the Audit and Risk Committee has been set up to support the Accounting Officer in monitoring the corporate governance, risk management and control systems in NICCY.

Responsibilities of the Chairperson:

The Chairperson of the Audit and Risk Committee should ensure that the Committee fulfils its responsibilities and duties as laid out in the Committee's Terms of Reference. He/She should also ensure that the Committee works in partnership with the Accounting Officer to ensure an effective relationship between the Audit and Risk Committee and NICCY.



JOB DESCRIPTION / PERSON SPECIFICATION

Duties of the Chairperson:

1. Chairing of Committee

- To ensure that the Committee, as a body, fulfils its responsibilities;
- To chair meetings of the Committee and ensure it carries out its duties efficiently and effectively;
- To lead the Committee to ensure that the business of meetings is dealt with and that decisions, when required, are clearly arrived at and recorded and their implementation monitored; and
- To convene periodic meetings of the Committee members as and when required.

As a member of the Committee, the Chairperson should undertake the following;

2. Internal Control and Risk Management

Members of the Committee shall review the establishment and maintenance of an effective system of internal control and risk management.

In particular, the Committee will review the adequacy of:

- All risk and control-related disclosure statements, together with any accompanying Internal Audit statement, prior to endorsement by the Commissioner;
- The structures, processes and responsibilities for identifying and managing key risks facing the organisation;
- The policies for ensuring that there is compliance with relevant regulatory, legal and code of conduct requirements as set out in the Controls Assurance Standards and other relevant guidance;
- The operational effectiveness of policies and procedures; and
- The policies and procedures for all work related to fraud and corruption as set out in Secretary of State Directions.

3. Internal Audit

To consider the appointment of the internal audit service, the audit fee and any questions of resignation and dismissal:

- To review the internal audit programme, consider the major findings of internal audit investigations (and management's response), and ensure co-ordination between the Internal and External Auditors; and



JOB DESCRIPTION / PERSON SPECIFICATION

- To ensure that the Internal Audit function is adequately resourced and has appropriate standing within the organisation.

4. External Audit

- Discuss with the External Auditor, before the audit commences, the nature and scope of the audit, and ensure coordination, as appropriate; and
- Review External Audit reports, including value for money reports and annual audit letters, together with the management response.

5. Financial Reporting

Review the annual financial statements before submission to the Commissioner, focusing particularly on:

- Changes in, and compliance with, accounting policies and practices;
- Major judgemental areas;
- Significant adjustments resulting from the audit.

Audit and Risk Committee Framework

All members of the Audit and Risk Committee should have, or acquire as soon as possible after appointment:

- Understanding of the objectives of NICCY and current significant issues for NICCY;
- Understanding of NICCY's structure, including key relationships such as that with OFMDFM;
- Understanding of NICCY's culture;
- Understanding of any relevant legislation or other rules governing NICCY;
- Broad understanding of the government environment, particularly accountability structures and current major initiatives.

The Audit and Risk Committee should as a whole (i.e. including members and those in attendance) corporately possess:

Knowledge/ skills/ experience (as appropriate and required) in:

- Accounting, Risk Management, Audit, Specialist issues pertinent to NICCY's business;
- Experience of managing similar sized organisations;
- Understanding of the wider relevant environments in which NICCY operates; and
- Detailed understanding of the government environment and accountability structures.



JOB DESCRIPTION / PERSON SPECIFICATION

PERSON SPECIFICATION

The Chairperson should possess the following:

- Commitment to NICCY's mission of promoting and protecting the rights and best interests of children and young people, and to the vision and values of NICCY;
- Five years experience at Board level in at least two of the following areas:
 - Accounting;
 - Risk management;
 - Audit;
 - Specialist issues pertinent to an organisation's business.
- Two years experience of chairing meetings at Board level.
- Broad understanding of the government environment, particularly accountability structures and current major initiatives.
- Five years experience of managing a similar sized organisation.

