

EAST CAMBRIDGESHIRE DISTRICT COUNCIL

JOB PROFILE

JOB TITLE:	INDEPENDENT PERSON	POST NO:	FCS007
REPORTS TO:	DIRECTOR (FINANCE)	GRADE:	£2,000 p.a
DEPARTMENT:	FINANCE	DATE:	APR 2024

Responsibilities

- Act as an independent member of the Audit Committee of the East Cambridgeshire District Council.
- Assist the Committee in fulfilling its duties to:
 - a) review the authority's financial affairs,
 - b) review and assess the authority's risk management, internal control and corporate governance arrangements.
- Assist the Committee in fulfilling its terms of reference as defined in the Constitution.
- Foster good working relationships and communication among all Committee Members, between the Committee and the Council, and the internal and external auditors.

Duties

- Attend all formal meetings of the Committee, including any additional meetings, as required.
- Prepare for each meeting by reading the agenda papers and additional information to familiarise yourself with issues to be covered during the meeting. Prior to the meeting, submit any questions you may wish to put to officers at the meeting (so answers can be provided in advance to assist in the discussion).
- At the meetings you will need to listen, ask supplementary questions in a way which is non-judgemental, respect confidentiality and help to fulfil the role of the Committee.
- Attend training and development events as needed.
- Keep abreast of the key issues in relation to the responsibilities of the Council and matters within the terms of reference of the Committee.
- Contribute to achieving an open, accountable and transparent decision-making process.
- Uphold the East Cambridgeshire District Council's Constitution in respect of meetings of the Audit Committee.

Special Conditions

- This is a Politically Restricted Post.
- The postholder will be required to work outside normal office hours to meet the needs of the service as required.

Business travel: Casual User

Pre-employment Checks

Fraud and Corruption Checks DBS Disclosure