

## Specification – co-opted member of audit committee

The Capital City College Group (CCCG) is an independent Corporation with exempt charity status formed under the Further and Higher Education Act 1992. The Group was formed on 1st August 2016 through the merger of Westminster Kingsway and City and Islington Colleges. A training arm, Capital City College Training, was launched on 23rd February 2017. With effect from 1st November 2017, the College of Haringey, Enfield and North East London joined the Group. The CCCG Board is our governing body. There are 37,000 students and 2,000 staff studying and working across eleven campuses.

We are seeking to appoint a co-opted member of our audit committee. The successful candidate would ideally live or work within London, but more importantly must have expertise in audit practice and governance, preferably within an educational or local authority environment.

The Audit Committee meets up to four times per year and is responsible for holding senior managers and auditors (external and internal) to account. Committee members are also responsible for monitoring and scrutinising the risk management framework which informs strategy and policy development.

The role is carried out on a voluntary basis and would be an ideal opportunity for someone who has aspirations to become a full member of a college or university board.

We are seeking expressions of interests from individuals with a strong personal commitment to Education and to the aims and values of the Group.

### **The main duties of the members of the audit committee are to:**

- Attend the evening meetings of the committee which last for two hours and participate in training/briefing events;
- Conduct themselves in accordance with the duties set out in the Instrument and Articles of Government that regulate the Board's proceedings and in line with the Group's code of conduct;
- Contribute to the development of the Group's audit plan;
- Advise the governing body on the adequacy and effectiveness of the Group's systems of internal control and its arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness (value for money);
- Review the financial statements and recommend their approval by the governing body;
- Review procedures for the prevention and detection of fraud, corruption and irregularity, receive reports in accordance with the Group's policies and ensure that all allegations of fraud and irregularity are properly followed up;

- Oversee the arrangements for the management and quality assurance of data to ensure their effectiveness and to include a statement within its annual report to the Corporation on the quality of data;
- Advise the governing body on the appointment and effectiveness of the financial statements auditor and the internal audit service (IAS) and report back to the Board;
- Oversee the Group's Financial Regulations and to approve changes as recommended by the Executive;
- Review the Group's Health and Safety Policy and to oversee the Group's effectiveness in meeting the requirements of its Health and Safety Policy on an annual basis;
- Review with management the Group's insurance arrangements and any significant claims or judgements

#### **What we are looking for in a member:**

- Appropriate qualifications and experience. Experience in and qualifications relating to one or more of the following areas is desirable:
  - a. Accountancy, audit and financial management
  - b. Assurance, risk management and internal audit
  - c. Regulation within the public or private sector, ideally within an educational or local authority background;
- A commitment to further education in all its forms;
- Integrity, strategic vision, strong independent judgement, a willingness to speak their mind whilst able to work within a framework of collective decision-making;
- A commitment to high standards of governance and probity and the ability to operate in accordance with the Group Code of conduct and the Nolan Principles for standards in public life;
- Ability to examine evidence and complex documentation and take an independent and unbiased view. Ability to assess issues relating to arrangements for audit, risk management, value for money and control, and to identify and evaluate solutions;
- Ability and confidence to challenge and hold to account the Group's Executive and Internal and External Auditors;
- Ability to respect confidentiality