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**Co-opted Member of the**

**Audit Committee**

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| **Background Information** |
| The Audit Committee is a key component of the Council’s governance framework. Its purpose is to provide an independent and high-level focus on the adequacy of governance, risk and control arrangements. The Committee’s role in ensuring that there is sufficient assurance over governance risk and control gives greater confidence to all those charged with governance that those arrangements are effective. The Audit Committee has oversight of both internal and external audit together with the financial and governance reports, helping to ensure that there are adequate arrangements in place for both internal challenge and public accountability.    The membership of the committee comprises 13 Somerset Council members (with voting rights) and up to 2 independent co-opted members (no voting rights).    For further details, please see the [Council's Constitution](https://democracy.somerset.gov.uk/ieListDocuments.aspx?CId=137&MId=7752&Ver=4) |

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| **Essential Criteria for a Co-opted Member of the**  **Audit Committee** | |
| **Essential**   * Are not elected members of Somerset Council * Have an interest in public services and good governance * Have no personal or business relationships with current elected members | |
| **What You Will Be Good At** | |
| **Experience, Knowledge and Skills** | |
| **Essential**   * Understanding of local government operations * Strong communication skills, including the ability to influence, negotiate, and use diplomacy * Accurate record-keeping and attention to detail * Consistent application of standards * Ability to identify and extract key information from complex situations * Fluent in spoken English * Availability to attend regular meetings in Taunton | **Desirable**   * Familiarity with Microsoft Office 365 applications * Education or qualifications equivalent to NVQ Level 3 |

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| **Personal Attributes** | |
| **Essential**   * Positive, committed, adaptable, thorough, and confident * Able to manage workload and meet deadlines under pressure * Focused on delivering value to customers and communities * Demonstrates personal integrity * Uses tact and diplomacy in sensitive or confidential situations | **Desirable**   * Capable of presenting complex information clearly and persuasively |
| **We welcome applications from disabled candidates who meet the essential criteria and guarantee an interview.** | |

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| **What We Will Offer You in Return** | |
| **Allowance:** | An annual allowance of £1,000 |
| **Job Satisfaction:** | A meaningful opportunity to contribute your expertise for the benefit of the community |

