

**FALKIRK COUNCIL  
POST HOLDER ATTRIBUTES**



**Job Definition**

<b>Job Title:</b>	External (Lay) Member – Audit Committee
<b>Service:</b>	N/A
<b>Section:</b>	N/A
<b>Location:</b>	As required by meeting location
<b>Grade:</b>	Voluntary position with payment of travel and subsistence expenses in line with Falkirk Council policies and procedures

**Purpose of Role**

Falkirk Council is committed to ensuring and demonstrating good governance, and has established an Audit Committee with a remit based on the Chartered Institute of Public Finance and Accountancy's 2004 guidance 'Audit Committee Principles in Local Authorities in Scotland' and 2005 guidance 'Audit Committees – Practical Guidance for Local Authorities'. The role of the External (Lay) Member of the Committee will be to independently assist the Committee to effectively discharge its role by providing advice and scrutiny on matters relating to the Council's arrangements for risk management, governance and control.

**Post Holder Attributes**

<b>POST HOLDER ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Health and Physical	Health and general fitness consistent with regular attendance at, and contribution to the work of, the Council's Audit Committee.  Effective personal presentation.	

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<b>POST HOLDER ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications		University degree or relevant further education or professional qualification in accountancy, finance, risk management, business management or internal audit.
Experience	Substantial practical experience in the financial and / or general management of large businesses or public sector organisations.	Experience in a local government environment.  Audit Committee (or equivalent) experience.
Training	Evidence of awareness and knowledge of concepts of risk management, governance and control.	
Special Knowledge	Good understanding of the environment within which Falkirk Council operates (including knowledge of the principles and practices of risk management, best value, external scrutiny)  Good understanding of the roles of Internal and External Audit.	Understanding of the wider local government environment and accountability structures.  Knowledge/skills/experience in audit or risk management, or other technical specialty pertinent to the Council's activities.
Circumstances / Personal	Available to attend and undertake appropriate preparation for each meeting of the Council's Audit Committee.  Ability / willingness to attend any relevant training or development activities associated with the role.	

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<b>POST HOLDER ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Disposition / Attitude	<p>High level of inter-personal skills.</p> <p>Ability to work effectively with elected Members and Council Officers in a formal Committee environment.</p>	
Practical and Intellectual Skills	<p>The ability to assess issues relating to arrangements for risk management, governance and control, and to identify and evaluate solutions.</p> <p>Ability and confidence to challenge and hold to account senior managers and representatives of Internal and External Audit.</p>	