

Amnesty International UK



ROLE DESCRIPTION:

Finance, Audit & Risk Sub-Committee Member (VOLUNTARY ROLE)

OVERALL PURPOSE OF THE ROLE

To serve as a member of Amnesty International UK Finance, Audit & Risk Subcommittee.

The Finance, Audit and Risk Sub-Committee is a formally-established sub-committee of the Boards of AIUK Section and AIUK Charitable Trust. It exercises a key governance role: advising on financial management and reporting; ensuring that significant risks to the organisations are identified and managed, and that appropriate assurance is provided to the Boards; overseeing the work of the Internal Audit function, as well as overseeing the external audit process.

GENERAL RESPONSIBILITIES

The AIUK Finance, Audit & Risk Sub-Committee member will provide expertise and advise needed to enhance overall finance management, control, risk assessment and internal and external audit processes.

The main areas of responsibility are as follows:

- 1) Participating in the review process of financial reporting related to:
 - a. Periodic management reports prepared to monitor the financial performance of the Section and Trust.
 - b. Published audited financial statements before submission to, and approval by, the Boards of Section and Trust
 - c. Financial budgets and financial plans prepared by management, in the light of strategic plans agreed by the Boards.
- 2) Providing expertise in connection with internal control and risk management of the following:
 - a. Review the risk management framework and processes for effectiveness
 - b. To participate in the assessment of the scope and effectiveness of the systems established by management to

identify, assess, manage and monitor risks, including financial, compliance, reputational and other risks

c. To oversee the delivery of an internal audit function with its associated processes, audit plan and reporting

d. Promoting best practices in relation to internal audit processes involving review of the audit function, appraise periodic published reports that this one generates and overall monitor and assess its internal effectiveness.

3) Advising on the external auditors findings including any major issues that may arise during the course of the audit; recommendations regarding improvements to the system of internal control; key accounting and audit judgements; levels of error identified, obtaining explanations from management as to why certain errors might remain unadjusted.

4) Following confidentiality and data protection best standards and practices on any work of confidential nature and any documentation used.

Current Terms of Reference of the sub-committee, which set out in detail its remit and reporting responsibilities, are available.

NATURE OF THE ROLE

The position is a voluntary one. Expenses will be paid in accordance with the AIUK Expenses Policy.

The post does require some time commitment of around 8 to 10 days per year, fulfilling these responsibilities:

- Attendance at approximately three or four Sub-committee meetings throughout the year (usually held on work days evenings at the AIUK London offices in Shoreditch).
- Preparatory work and discussions outside these meetings.
- Willingness to take on the work of coordinating or leading on certain projects that the subcommittee is responsible of.
- Conference calls that may be organised in between meetings outside working hours to follow up on action points from the main group discussions.
- Attendance at AIUK's Annual General Meetings (held in April, various locations) (not mandatory but advisable)

PERSON SPECIFICATION

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE
Skills/Knowledge/ Experience and Others	Willingness to become a Member of AIUK if not already one by the date of nomination.	Essential
	Knowledge, experience and understanding of Finance, Audit or Risk management best practices in organisations who have a similar governance structure than AIUK	Essential
	Experience in a Finance, Audit or Risk management role, ideally at a senior level ideally within a large complex organisation.	Essential
	Awareness of the regulatory and economic environment within which AIUK operates, and a good understanding of how large organisations function, and of the key elements of governance that should be in place.	Essential
	Interpersonal skills: particularly the ability to work in a collegiate style.	Essential
	Strong Finance, Audit or Risk management advisory skills and good judgement	Essential
	Communications skills and the ability to influence in best practices like-minded professionals.	Essential
	Fairness and impartiality	Essential
	Commitment to AI's vision as a global movement	Essential
	Commitment to the aims, objectives and values of Amnesty International UK including AIUK's Equality and Diversity policy	Essential
	Commitment to Data protection and confidentiality AIUK policies	Essential
	A mix of experience within commercial, government, local government and health, as well as the charity sectors.	Desirable
	Knowledge of the voluntary sector.	Desirable
	An understanding of the UK charity sector, good governance, Charity Commission, Companies House requirements, relevant legislations and statutory requirements.	Desirable