



THE COMMISSIONER FOR SURVIVORS OF INSTITUTIONAL CHILDHOOD ABUSE

ROLE PROFILE

Post: Member of the Audit and Risk Assurance Committee (ARAC)

Tenure: 4 years

Commitment: Minimum of 4 meetings per year, with additional meetings as required

Fees: £273 per meeting (inc. preparation, report writing, etc)

Introduction:

The Commissioner for Survivors of Institutional Childhood Abuse (COSICA) was established under legislation, The Historical Institutional Abuse NI Act 2019 (HIANI) ('the Act') which received Royal Assent on 5 November 2019. The principal aim of the Commissioner in exercising functions under the Act is to promote the interests of any person who suffered abuse while a child and while a resident in an institution at some time between 1922 and 1995 (both inclusive).

The Act designates the COSICA office holder as a corporation sole, personally responsible for safeguarding the public funds for which they have charge;

- For ensuring propriety and regularity in the handling of those public funds; and
- For the day-to-day operations and management of staff and resources.

The duties of the Accounting Officer are specified in the COSICA Management Statement and Financial Memorandum.

It is difficult for the Accounting Officer as an individual to gain assurance of the detail of how COSICA is conducting its business and the risks and controls therein. Therefore, in order to comply with best practice, the Audit and Risk Assurance Committee is being established to support the Accounting Officer in monitoring the corporate governance, risk management and control systems within COSICA.

Responsibilities of Members: Members should attend meetings as appropriate and operate within the Terms of Reference of the Audit and Risk Assurance Committee.

Duties of Members

- 1. Internal Control and Risk Management:** Members of the Committee shall review the establishment and maintenance of an effective system of internal control and risk management. In particular, the Committee will review the adequacy of:
 - All risk and control-related disclosure statements, together with any accompanying Internal Audit statement, prior to endorsement by the Commissioner;
 - The structures, processes and responsibilities for identifying and managing key risks facing the organisation;
 - The policies for ensuring that there is compliance with relevant regulatory, legal and code of conduct requirements;
 - The operational effectiveness of policies and procedures; and
 - The policies and procedures related to fraud prevention.
- 2. Internal Audit**
 - To review the internal audit programme, consider the major findings of internal audit investigations (and management's response), and ensure co-ordination between the Internal and External Auditors; and
 - To ensure that the Internal Audit function is adequately resourced and has appropriate standing within the organisation.
- 3. External Audit**
 - Discuss with the External Auditor, before the audit commences, the nature and scope of the audit, and ensure co-ordination as appropriate; and
 - Review External Audit reports, including value for money reports and annual audit letters, together with the management response.
- 4. Financial Reporting:** Review the annual financial statements before submission to the Commissioner, focusing particularly on:
 - Changes in, and compliance with, accounting policies and practices;
 - Major judgemental areas; and
 - Significant adjustments resulting from the audit.
- 5. Other Duties:** Members will be expected to conduct her/himself in accordance with Section 75 of the Northern Ireland Act 1998 to promote equality of opportunity between:-
 - Persons of different religious belief, political opinion, racial group, age, marital status and sexual orientation;
 - Men and women generally;
 - Persons with a disability and persons without; and
 - Persons with dependants and persons without.

The above is given as a broad range of duties and is not intended to be a complete description of all tasks. It is important to note that the responsibilities may change to meet the evolving needs of COSICA.

PERSON SPECIFICATION

Members must possess the following:

- 1 Five years' experience at Board level with specific responsibilities in at least **one** of the following areas:
 - Accounting
 - Risk Management
 - Audit
 - Specialist issues relevant to an organisation's business e.g., Finance, HR, Legal Services, Service Improvement, Policy and Research.
- 2 A broad understanding of public sector governance, particularly accountability structures.
- 3 An ability to think strategically and possess good communication and interpersonal skills.
- 4 A knowledge of issues affecting victims and survivors of institutional childhood abuse.

General Note: Applicants should demonstrate in their application form how they meet all the criteria outlined above. Clear evidence should be provided of all the elements of each criterion in the application form giving specific length of experience, examples and dates. The selection panel will not make assumptions from the title of an applicant's post or the nature of the organisation as to the skills and experience gained. If an applicant does not provide sufficient detail, including the appropriate dates, in their application form against each individual criterion as stated, the Selection Panel will reject the application.

The Commissioner for Survivors of Institutional Childhood Abuse is an Equal Opportunities employer and welcomes applications from all suitably qualified applicants regardless of religious belief, political opinion, racial group, gender, age, marital status, sexual orientation and whether or not they possess a disability or have or do not have dependants.