

**Job Description for Independent member of Finance, Audit and Risk Committee**

***About the Children's Rights Alliance***

Founded in 1995, the Children's Rights Alliance unites over 100 members working together to make Ireland one of the best places in the world to be a child.

We change the lives of all children in Ireland by making sure that their rights are respected and protected in our laws, policies and services.

We identify problems for children. We develop solutions. We educate and provide information on children's rights. We unite our members and put pressure on Government to put children first.

Our work has had a real impact for children in Ireland. This includes:

- A referendum to strengthen children's rights in the Constitution.
- The establishment of Ireland's first Ombudsman for Children.
- Representing children at Social Partnership on the Community and Voluntary Pillar.
- A new practice of placing separated refugee children in safer care settings.
- An end to the detention of boys in adult prisons.
- A legal prohibition on the practice of female genital mutilation in Ireland.

Our Strategic Plan 2017 - 2021 ensures that the Children's Rights Alliance works strategically and effectively, guaranteeing the greatest impact for all children in Ireland. Our overall strategic aims include:

- Aim 1: Using the Law to give meaningful effect to children's rights
- Aim 2: Shaping national policy to give meaningful effect to children's rights
- Aim 3: Investing in children early and building political support for public services
- Aim 4: Promote access to child-friendly justice
- Aim 5: Spotlight on serious children's rights violations, including refugee children
- Aim 6: Strong membership and people, systems, structures, procedures and resources to deliver strategy

## **Responsibilities of the Role of Finance, Audit and Risk Committee**

### ***Effective review and monitoring of financial risks***

- To be constantly aware of the current areas of greatest financial risk and ensure management are effectively managing the risk.
- To satisfy itself that effective systems of accounting and internal control, including computerised information systems are established and maintained to manage financial risk.
- To satisfy itself as regards the integrity and prudence of management control systems, including the review of policies and /or practices.
- To ensure that the Board is aware of any matters that might have a significant impact on the financial condition or affairs of the organisation

### ***Reliable management and financial reporting***

- To review and access the adequacy of management reporting to the Board in terms of the quantity, quality and timing of information necessary to understand and report internally and externally on the risks, operations and financial condition.
- To review the half-yearly and annual financial statements and any other financial information before the submission to the Board.

### ***Compliance with laws and regulations***

- To monitor developments and changes in the law relating to the responsibilities and liabilities of Directors and to monitor and review the extent to which the Board is meeting its obligations.
- To monitor developments and changes in the various rules, regulations and laws which relate generally to the organisation and to monitor and review the extent to which the entity is complying with such laws.

### ***Maintenance of an effective and efficient audit***

- To recommend to the Board the appointment of the internal and external auditors.
- To review the efficiency and effectiveness of both the internal and external auditors in relation to their respective responsibilities.
- To ensure there have been no unjustified restrictions or limitations placed on the auditors.
- To ensure that the scope of the audit (external and internal) is adequate, ensuring emphasis is placed on areas where the Finance, Audit and Risk Committee, management or the auditors believe special emphasis is necessary.
- To review and assess the findings of the internal and external auditors and the action taken and timetable proposed by management in response to the findings.

### ***Duties relating to Risk Management***

- Review the adequacy and effectiveness of the company process for the identification, impact assessment and occurrence assessment of regulatory, operational and financial risk.
- Review the adequacy and effectiveness of controls operated by management to mitigate regulatory, operational and financial risks.
- Report to the Board on matters relating to the process for risk assessment and management of action/s to mitigate risk/s.

### **Other responsibilities**

- To report any matter identified during the course of carrying out its duties that the Finance, Audit and Risk Committee considers should be brought to the attention of the Board.
- To perform or undertake on behalf of the Board any such other tasks or actions as the Board may from time to time authorise.
- To ensure that there are arrangements by which staff of the organisation may, in confidence, raise concerns about possible improprieties in matters of financial reporting or other matters.

### **Person Specification**

- Strong finance and risk management experience.
- A good communicator with excellent leadership and interpersonal skill, objective and independent and able to challenge supportively.
- An understanding of legal duties and responsibilities of charity boards and of the difference between governance function and management function. Previous board or committee experience is desirable.
- An understanding of the Charity sector and willingness to learn about the work of the charity.

### **Term of Appointment**

- As an independent member of the Finance, Audit and Risk committee you will normally be expected to attend 4 Finance, Audit and Risk committee meeting a year and to provide further advice and input from time to time.
- Appointments to the finance, audit and risk committee will normally be for an initial term of three years, with the possibility of an extension of a further three years.
- You will be may be required to attend training events relevant to the role as necessary
- The role is unpaid and no expenses are allowed in line with the Charities Financial Policies and procedures.