

Arts Council of Wales Audit & Risk Assurance Committee - Vacancies for Independent Members

We are looking for 2 independent members to join our Audit & Risk Assurance Committee. At least one must have professional finance experience.

The Committee usually meets five times a year. To reduce environmental impact, meetings are usually held online.

Meetings are held during normal office hours, usually on a Wednesday and last approximately half a day each. Committee members are also expected to commit time to reading the meeting papers and background information. There may be occasions when a greater level of commitment will be required.

The positions are unpaid, although we do pay reasonable travel and subsistence expenses at HMRC/Welsh Government rates, and will be for an initial fixed-term of three years. Where appropriate, relevant training is provided to Committee members.

About the Audit & Risk Assurance Committee:

While the Audit & Risk Assurance Committee has no executive powers, it plays an important role in the Arts Council's activities by providing challenge, advice and assurance to Council and management to ensure regularity, propriety and best practice in all operations.

The Committee is responsible for supporting the Council and Accounting Officer (our Chief Executive) by reviewing the comprehensiveness and reliability of assurances on governance, risk management, the control environment and the integrity of financial statements and the annual report, helping to promote the highest standards of propriety in the use of public funds and encourage proper accountability for the use of those funds. It also has responsibility for monitoring the work of both internal and external auditors.

The Audit & Risk Assurance Committee's full terms of reference can be found on our [website](#).

Who we are looking for:

We are now looking for two independent members for our Audit & Risk Assurance Committee. At least one must have professional finance experience.

We are particularly interested in applicants with a good knowledge of, and successful track record in a senior financial, audit or governance role.

At least one new Member will hold a recognised CCAB qualification. All applicants should have relevant experience in a public sector and/or charity context and an understanding of the environment in which the Arts Council of Wales operates, including familiarity with the accounting and governance needs.

We are keen to hear from applicants with experience of organisations that distribute funding, including grant distributors, and from applicants with a sound understanding of the challenges faced by public or third sector organisations.

The Committee has responsibility for oversight of the Arts Council's governance framework, and supports the monitoring of our investment in [multi-year funded organisations](#).

We are also interested in applications from people with senior managerial experience, preferably in the delivery of professional services in a sector which benefits the public of Wales. First-hand experience of change management would also be beneficial.

These are inclusive opportunities to join our Audit & Risk Assurance Committee. We especially welcome applications from culturally and ethnically diverse people and underrepresented groups, including disabled people and LGBTQ+ people.

The successful applicants must be willing to attend and participate in committee meetings, and to support the Arts Council's aims, values and objectives.

We work in both English and Welsh and fluency in Welsh (both written and spoken) is desirable but not essential for this role.

Committee members must demonstrate a commitment to the seven Nolan principles of public life, and be prepared to observe and comply with our Code of Best Practice, a copy of which can be found on our [website](#).

About the Arts Council of Wales:

The Arts Council of Wales – Cyngor Celfyddydau Cymru – was established by Royal Charter on 30 March 1994, and exists to support and develop the arts in Wales. It does so for the benefit of people throughout Wales, and to support Welsh art internationally.

We are also a Welsh Government Sponsored Body, a National Lottery Distributor, and a registered charity (number 1034245).

Our Royal Charter sets out our objectives. They are to:

- develop and improve the knowledge, understanding and practice of the arts;
- increase the accessibility of the arts to the public; and to
- work through the Welsh and English languages.

We deliver our objectives through our [6 published principles](#). These principles underpin our draft Strategic and annual plans.

We also work with other public bodies in Wales, and with the other Arts Councils in the UK, to achieve these aims. You can find a copy of our Royal Charter on our [website](#).

We operate within a carefully prescribed and regulated environment. Arts Council of Wales is accountable to:

- The Welsh Government's Cabinet Secretary for Culture and Social Justice
- The Chief Whip
- The Trefnydd.

We are required to operate within a framework that sets out the terms and conditions under which Welsh Ministers provide our grant-in-aid funding, and how we are able to use this funding.

Our Governance arrangements:

We are governed by a Board of Trustees –Council – which consists of a Chair and up to 17 members, one of whom is appointed as Vice-Chair. Further details regarding our current Council members may be found [here](#).

The Chair of Council is a remunerated position; rates are set annually by the Welsh Government. All other members provide their time and expertise on a voluntary basis but are reimbursed for out-of-pocket expenses incurred on Council business.

Council is responsible for the strategic direction and management of our organisation. It is responsible for ensuring, through the Chief Executive, that we operate within the policy framework set by the Welsh Government, and that we satisfy the various other accountabilities required of us. The Chair maintains regular contact with the Cabinet Secretary, and the Chief Executive meets officials quarterly to provide updates.

As the ultimate decision-making body for the organisation, Council members retain key decisions on corporate policy, the formulation of our Strategic Framework and supporting Annual Plans, and any major alterations to the terms and conditions of service for staff.

To help support its work, Council has appointed three committees to provide specialist advice. These are:

- Audit & Risk Assurance Committee;
- Welsh Language, Culture and Equalities Committee;
- HR & Remuneration Committee.

It has also appointed a Capital Sub-committee.

Each of these committees includes Council members, one of whom acts as chair, and independent individuals, and operates under specific terms of reference. Independent committee members are appointed for their specialist skills and experience, through an open selection process.

All new members of Council and of each Committee undergo an induction process appropriate to their role, and are encouraged to continue their development during their period of appointment.

Eligibility: Political and Outside Activities

Please note that sources of conflict of interest will also be taken into account in considering candidates for appointment. Any potential conflict issues arising as a part of the recruitment process will be discussed with candidates at an appropriate stage.

How to apply:

Application is by CV and application form (no more than 1500 words), addressing the requirements of the role. We also ask that you complete an equality monitoring form. These documents can be found within the recruitment pack at the base of the advert on our [website](#).

Application deadline:

Applications should be sent to hr@arts.wales by 12:00 midday on **Monday 21st October 2024**.

Interview: Week commencing 4th November 2024

There will be a 2-stage selection process for these positions. Following a sift of your submitted application form, shortlisted candidates will be invited to interviews to be held **during the week commencing 4th of November** at our Cardiff Bay Office. Further information about this stage will be provided nearer the time.

Diversity and Inclusion

The Arts Council of Wales is an inclusive employer, and we wish to reflect the diverse communities we serve. Applications from culturally and ethnically diverse people and underrepresented groups are encouraged and warmly welcomed. Applications are welcomed in Welsh or English and we will correspond with you in your language of choice. Applications submitted in Welsh will be treated no less favourably than applications submitted in English. We aim to take positive steps to ensure that all candidates are selected for vacancies solely on their suitability for the role. If you would like to submit your application in an alternative format, such as voice note or British Sign Language video, please contact us first.

Disability confident scheme:

The Arts Council of Wales is a Disability Confident employer, committed to interviewing all disabled applicants who meet the essential requirements of the role set out within the 'Who we are looking for' section of this advert. (From base of page.1 onwards).

Further Information

To find out more about the roles or to have an informal discussion please contact the [Head of Governance](#).

Please contact hr@arts.wales if anything is unclear or if you require specific access considerations.