LONDON BOROUGH OF
RICHMOND UPON THAMES

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Independent Chair	**Grade**: Annual Allowance
Section: Audit, Standards and Statutory Accounts Committee	**Directorate:** External
Responsible to following manager: N/A	**Responsible for following staff:** N/A
Post Number/s:	**Last review date:** September 2026

Job Purpose

To provide visible, impartial and authoritative leadership to the Audit, Standards and Statutory Accounts Committee, ensuring that it operates effectively and discharges its responsibilities in accordance with the Council Constitution and terms of reference. The Chair will bring an objective, non-political perspective, lead robust and evidence-based challenge, help the Committee reach balanced and proportionate conclusions, and support it in providing assurance to Full Council.

Specific Duties and Responsibilities

- Chair meetings impartially and professionally, enabling the Committee to conduct its business efficiently and transparently.
- Work with the Vice-Chair and relevant officers to shape focused agendas reflecting the Committee terms of reference and assurance priorities.
- Ensure all Committee members can contribute effectively and that discussions produce clear conclusions, actions and recommendations.
- Promote an open, constructive and evidence-based culture of challenge while maintaining appropriate relationships with councillors, officers and auditors.
- Keep the Committee effectiveness, skills, training and development needs under review and support induction and continuing development.

- Lead review of the Council governance framework, annual governance processes and Annual Governance Statement.
- Oversee review of risk management policies, strategic risks, mitigating actions and the adequacy and effectiveness of internal controls.
- Maintain oversight of the independence, effectiveness and performance of Internal Audit, including the audit strategy, annual plan, annual report and assurance opinion.
- Oversee the relationship with the external auditor and lead consideration of audit plans, reports, findings and recommendations.
- Lead consideration and approval of the annual Statement of Accounts and scrutiny of matters arising from external audit.
- Lead review of the Treasury Management Policy and Strategy, including relevant risk-control measures.
- Oversee arrangements to prevent, detect and respond to fraud and corruption, including anti-fraud, anti-corruption and whistleblowing arrangements.
- Champion high standards of conduct and probity among elected and co-opted Members and oversee the Members Code of Conduct and complaints arrangements.
- Chair consideration of Monitoring Officer reports on interests, gifts and hospitality, dispensations and standards matters, exercising care and discretion in sensitive cases.
- Ensure the Committee reports clearly on its work and assurances, including through an annual report to Full Council.
- Escalate significant governance, audit, financial reporting or assurance concerns through the appropriate constitutional route and monitor agreed actions.
- Represent the Committee as an ambassador for high standards of governance, audit and public accountability.

Generic Duties and Responsibilities

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.

- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand the Council's duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Council.

- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Status	Independent, non-voting public appointment; not an employee of the Council.
Term	Up to four years, renewable subject to Council approval.
Commitment	Approximately 10 days per annum, including preparation and briefings. Four planned formal meetings each year, with such additional meetings as may be required. Committee meets in the evening.
Location	Richmond upon Thames; some briefings may be held remotely.
Independence	The appointee must be, and be seen to be, independent of the Council political and management arrangements; must declare and manage relevant interests; and must maintain political neutrality.
Support	Induction, ongoing briefings, relevant training and professional support from Democratic Services and senior officers.
Key relationships	Committee members and Vice-Chair; relevant councillors; statutory officers; Chief Audit Executive; senior finance, risk, counter-fraud and governance officers; external auditor and assurance providers; Democratic Services.

The successful candidate must be, and be seen to be, independent of the Council's political and management arrangements. The appointee must not be an elected Member, officer or employee of the Council. Relevant interests must be declared and appropriately managed. The appointee must be able to attend meetings, briefings, induction and relevant development activity.

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Person Specification

Job Title: Independent Chair	**Grade**: Annual Allowance
Section: Audit, Standards and Statutory Accounts Committee	**Directorate:** N/A
Responsible to:	**Responsible for:** N/A
Post Number/s: N/A	**Last Review Date:** September 2026

Person Specification Requirements			**Assessed by A/I/T/C (see below for explanation)**
Knowledge	**Essential**	**Desirable**	**Assessed**
Strong understanding of corporate governance, risk management, internal control, internal and external audit, and financial reporting or assurance; understanding of the importance of independence between audit and day-to-day management.	X		A,I
Knowledge of local authority accounts and audit, the Accounts and Audit Regulations, relevant CIPFA guidance and public-sector internal audit standards; knowledge of ethical standards, codes of conduct, counter-fraud or whistleblowing.		X	A,I
Experience	**Essential**	**Desirable**	**Assessed**
Significant senior-level experience in audit, accountancy, finance, governance, risk management, regulation, assurance or organisational leadership; chairing a board, committee or comparable forum; constructive challenge to senior leaders and balanced, evidence-based judgement.	X		A,I
Experience of local government or another complex, regulated or public-service environment; experience of ethical standards, counter-fraud or whistleblowing arrangements.		X	A,I
Skills	**Essential**	**Desirable**	**Assessed**

Authoritative and inclusive chairing; ability to understand complex written and financial information, identify salient issues and ask incisive questions; excellent communication and interpersonal skills; sound judgement and political awareness; integrity, objectivity, discretion, fairness and confidentiality; commitment to equality, diversity, inclusion, public service, accountability and probity.	X		A/I/T
Qualifications	**Essential**	**Desirable**	**Assessed**
Relevant professional qualification, for example CIPFA, ACA, ACCA, CIMA, IIA or equivalent.		X	A/C

A – Application form / CV
I – Interview
T – Test
C - Certificate