

Independent member of the Office of Rail and Road's Audit and Risk Committee

Appointing Department: The Office of Rail and Road

Number of vacancies: One vacancy.

Background information

The Office of Rail and Road (ORR) wishes to appoint a replacement independent member to its Audit Committee with effect from 1 October 2018. ORR is a non-ministerial government department, with its duties and responsibilities as the combined safety and economic regulator of Britain's railways and monitor of Highways England set down in statute. These powers rest with the Board of ORR, the members of which are appointed by the Secretary of State for Transport. Our chief executive is designated as Accounting Officer, in accordance with Managing Public Money.

The role of ORR's Audit and Risk Committee is to support and assist the Board and the Accounting Officer in fulfilling their responsibilities in relation to risk, control and governance and associated assurance.

The Audit and Risk Committee reviews and provides advice on a range of different subjects including:

- the strategic framework governing risk, control and corporate governance and our Governance Statement;
- the accounting policies (including financial control) and annual resource accounts so that they can be approved by the Board and signed by the chief executive;
- the planned activity and results of both internal and external audit;
- major organisational and operational projects/programs (which in 2018-19 will include the relocation of our London office); and
- assurances relating to our corporate governance requirements.

The independent member provides the Audit Committee with specialist accounting, financial, risk management and corporate governance advice to enable it to fulfil its role effectively. As well as this advisory role, the independent member may be asked to become involved in specific issues, applying his or her skills to the identification and development of practical solutions on issues before the Audit Committee.

Vacancy description:

The successful candidate will be able to demonstrate the following knowledge, experience, skills and abilities in their CV and at interview:

Essential

- a qualified accountant with proven integrity;
- extensive and recent experience of financial management and audit/assurance work, at partner level in a recognised national or international accountancy firm of good standing or an equivalent senior executive role in a national organisation;
- a strong intellect with the ability to apply the disciplines and techniques of financial management, risk management and assurance to investigate and diagnose problems outside the financial field;
- excellent knowledge of risk management principles and processes; and
- able to listen and challenge in a constructive manner, providing an objective and independent point of view whilst at the same time building a positive and open relationship with the executive.

Desirable

- a good understanding of the government environment and accountability issues;
- previous experience of Audit Committee membership in the public or private sector; and
- knowledge of the rail industry or other publicly owned infrastructure.

The ORR's Audit Committee meets four times a year (normally March, June, September and December) with a special meeting to sign off the organisation's accounts. All meetings are usually at ORR's headquarters in London.

Appointment process and terms

The appointment will be made following interview and subject to references and evidence of existing membership of a professional accounting body.

We are looking for the successful candidate to be in post from 1 October 2018 and we expect the appointment to be until 30 September 2021. One reappointment may be made.

We hope the successful candidate will attend the regular meeting on 24 September as part of an induction process. There is a meeting scheduled on 10 December 2018. Dates for 2019 have not yet been agreed but are usually the third or fourth Monday in the month.

The remuneration for this role will be £4,000 per annum, plus expenses under ORR's travel and subsistence rules. The independent member will prepare for, and attend, all the audit committee meetings per year.

If you would like further information about the role, please contact our Board Secretary, Tess Sanford on tess.sanford@orr.gsi.gov.uk

How to apply:

If you are interested in the role then please email us human.resources@orr.gsi.gov.uk with the following:

- a personal statement, indicating how your skills and experience match the requirements of the role (outlined above)
- an up to date copy of your CV including one personal and one professional referees; and
- a completed job application form

Alternatively, you can post your application to: David Chapman

Associate Director, Human Resources
Office of Rail and Road
One Kemble Street
London WC2B 4AN

Closing date: The closing date for receipt of completed applications is 1 May 2018