

**Appointment of Independent Member to the Audit Committee**

Local Authority: Nottingham City Council Allowance: £4,000 per annum

Term of Appointment: 4 years

Closing Date for Applications: 31 October 2025

**Role Overview**

Nottingham City Council is seeking to appoint an Independent coopted Member to its Audit Committee. This is a vital role that supports the Council in maintaining high standards of governance, financial stewardship, and risk management.

The Audit Committee plays a key role in providing independent assurance on the adequacy of the Council’s risk management framework, internal control environment, and the integrity of its financial reporting and governance processes.

As an Independent Member, you will contribute to the effective discharge of the Committee’s responsibilities by offering an objective and impartial perspective,

drawing on your professional expertise and experience.

This is an excellent opportunity to contribute to the effective governance of your local community and to help ensure that public resources are used efficiently and transparently

**Key Responsibilities**

As an independent co-opted member of the committee, you will be expected to attend meetings of the Audit Committee (usually 6 per annum), any sub-committees and training. Committee meetings fall on Friday mornings and take place in person at Loxley House. Other responsibilities include:

* Challenge and provide expertise, in particular, related to finance, accounts or audit and

corporate governance

* Actively promote good corporate governance and transparency within Nottingham City

Council

* Uphold the principles of public life as set out in the Nolan Standards.
* Support the Committee by offering constructive challenge on reports being considered by

the Committee and support others to do the same.

* Help the Committee to review and monitor its own effectiveness.
* Participate in training events related to the work of the committee.

**Person Specification**

* Hold a professional or management qualification, for example in accountancy, internal audit

or risk management; or

* Have relevant direct and recent experience of managing or working in a similar service area

gained working in or with a large or public sector organisation; ideally with experience of serving on a committee or board



* Previous experience of audit committees and/or external auditing of large urban local

authorities is desirable. Experience of accounting would be advantageous.

* A broad range of experience in the public or private sector
* Practical experience in financial management/accountancy (professional services) within the

public or private sector

* An understanding of the roles and purpose of Internal and External Audit
* Good analytical skills and be able to demonstrate clarity of thought. The ability to assimilate

information quickly and arrive at balanced judgements

* Good interpersonal skills, including communication skills (both written and oral) and the

ability to co-operate with others in a committee setting. Tact and diplomacy in handling sensitive matters

* Independence of mind, objectivity and impartiality
* Working knowledge/experience of local government or some other aspects of the public

sector and/or of large, complex organisations at a senior level and substantial awareness and understanding of the political process.

* To be committed to the values of the Council
* To be committed to the values expected of those in public office, established in the Seven

Principles of Public Life.

* Desirable specialist knowledge within one or more of the following fields

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Accountancy, with experience of financial reporting

Internal auditing

Risk Management

Governance and legal

Expert service knowledge relevant for the Council

IT systems and security

**Eligibility Criteria**

Section 104 of the Local Government Act 1972 prohibits the Council appointing any person who is disqualified from being a member of the authority by virtue of section 80 of the same act. In addition, the Council has also added further disqualification criteria.

You will not be appointed as an Independent co-opted member if you:

* Are a member or co-opted member or officer of the Council or a parish/town council in the

Council’s area

* Are a relative, or close friend of such a person
* Have been a member or co-opted member or officer of the Council or a parish/town council

in the Council’s area in the previous 5 years.

* Have been convicted of any offence that has resulted in a sentence of imprisonment of 3

months or more

* Are an undischarged bankrupt
* Have significant business dealings with the Council

Please be aware that you will not be employed by Nottingham City Council in this role. You will be co-opted onto the committee and receive an allowance.



**Application Process**

For further information or an informal discussion, in the first instance please contact: Kate.Morris@nottinghamcity.gov.uk

To apply, please submit a CV and covering letter outlining your suitability for the role which should address the person specification included in this pack to: Kate.Morris@nottinghamcity.gov.uk