

## Finance, Audit & Risk Committee member role description

<b>Job Title:</b>	caba Finance, Audit & Risk Committee member
<b>Responsible to:</b>	Finance, Audit & Risk Committee Chair
<b>Responsible for:</b>	<p>Furthering the committee's work and the work of caba generally, within its charitable objectives. The members of the committee are collectively responsible for the activity and actions of the committee. A co-optee will share fully in the work and decision making of the committee.</p> <p><b>Main tasks as part of the committee</b></p> <ul style="list-style-type: none"> <li>To ensure that an appropriate risk management framework is in place and adequate controls operating to minimise the risks.</li> <li>To formulate and review the aims and work of the committee.</li> <li>To ensure that the policies and practices of the committee are in keeping with its stated aims and are within its delegated authority as stated in the committee's terms of reference.</li> <li>To ensure that the committee functions within the legal and financial requirements of a charitable organisation and that it strives to achieve best practice. <ul style="list-style-type: none"> <li>To periodically review the performance and selection of auditors.</li> </ul> </li> </ul>
<b>General:</b>	caba is a charity that helps the ICAEW community thrive through everyday situations to exceptional life-changing circumstances, whether they're at the start of their career or beyond it, developing it or changing it; whether they want guidance on what to do next, practical skills for life, or advice on wellbeing.
<b>Main Duties:</b>	<p><b>Audit and risk procedures</b></p> <ol style="list-style-type: none"> <li>1. Agree the terms of reference and audit arrangements with the external auditors.</li> <li>2. Review the annual Report of the Trustees and Financial Statements.</li> <li>3. Ensure that an appropriate risk management framework is in place and adequate controls operating to reduce the risks to an acceptable level.</li> <li>4. Review the arrangements for Health and Safety, ensuring that adequate procedures are in place to comply with Health and Safety legislation.</li> <li>5. Oversee caba policies, ensuring that they are reviewed regularly by the appropriate level of trustees or management.</li> </ol> <p><b>Ensuring best practice</b></p> <ol style="list-style-type: none"> <li>6. Be an active committee member, aiding FARC in exercising its responsibilities and functions, in accordance with the terms of reference of FARC.</li> <li>7. Maintain good relations with colleagues, management and other stakeholders.</li> <li>8. Keep up to date in audit committee matters, which may include attending conferences or training courses.</li> <li>9. Fulfil such other duties and assignments as may be required from time to time by FARC or caba.</li> </ol>