

## Expressions of Interest:

### External Members of CIB's Finance, Audit and Risk Committee

The Board of the Citizens Information Board is seeking expressions of interest from suitably qualified candidates to become external members of CIB's Finance, Audit and Risk Committee.

The duration of the membership of the Committee will be three years. Where the principle of One Person One Salary does not apply, the remuneration associated with this role is €282.79 per diem, subject to an annual maximum of €1,696.74.

The Committee meets six times per year, and alternates between online and in-person meetings. In-person meetings take place in CIB's offices in George's Quay House, Townsend Street, Dublin.

The Committee's responsibilities are set out in the terms of reference and are as follows:

The Finance, Audit and Risk Committee shall advise and make recommendations to the Board on:

- The strategic processes for risk, internal control and governance; in doing so, it shall ensure that value for money is achieved;
- The accounting policies, the financial statements, and the annual report of the organisation, including the process for review of the financial statements prior to submission to the Comptroller and Auditor General for audit, levels of error identified, and management's letter of representation to the external auditors;
- The planned activity and results of both internal and external audit;
- Adequacy of management response to issues identified by audit activity, including external audit's management letter of representation;
- Assurances relating to the management of risk and corporate governance for CIB;
- Where appropriate, proposals for tendering for either internal or external audit services or for purchase of non-audit services from contractors who provide audit services;
- Anti-fraud policies, protected disclosure processes, and arrangements for special investigations;
- The annual estimates of income and expenditure for submission to the Department. These estimates shall include proposals and future plans relating to the discharge by the Board of its functions over a period of years in line with the Board's strategic plan;
- The annual budget, ensuring that it is prepared in line with the funding allocated to the Board, as notified by the Minister;
- Periodic reviews of actual income and expenditure against budget at regular specified intervals during the annual budget cycle, ensuring that a revised budget is prepared where necessary; and
- The annual mid-year review of income and expenditure for submission to the Department.

The ideal candidate will have the following experience, personal characteristics and educational background:

### **Essential requirements**

- Experience of financial management at a suitably senior level

### **Desirable skills and experience**

- Experience in internal and/or external auditing
- Experience in risk management
- Experience in funding voluntary organisations
- Experience in the governance of a complex organisation

Further information on the Finance, Audit and Risk Committee, on the Citizens Information Board and the operation of the Board and its committees can be found in CIB's Code of Practice:

[citizensinformationboard.ie/downloads/foi/CIB\\_Code\\_of\\_Practice\\_April\\_2023.pdf](https://citizensinformationboard.ie/downloads/foi/CIB_Code_of_Practice_April_2023.pdf).

### **Process**

Candidates must forward a copy of their curriculum vitae and a cover letter setting out their interest in the role to the Secretary to the Board, Enda Connolly, at: [enda.connolly@ciboard.ie](mailto:enda.connolly@ciboard.ie).

The closing date for receipt of expressions of interest is **19 December 2023**. Late or incomplete applications will not be considered.

Any potential or perceived conflicts of interest in relation to the role as an external member of the Finance, Audit and Risk Committee must be declared in the cover letter.

The Finance, Audit and Risk Committee will review the expressions of interest that are received by the closing date and propose up to three individuals to the Board for appointment.

CIB will contact all candidates with the results of the process. Expressions of interest from candidates who are not put forward for consideration by the Board will be retained for a period of one year and then destroyed.

### **Successful candidates**

Successful candidates will be asked to complete an annual declaration of interests in line with CIB's Code of Practice. Successful candidates will also receive an induction on the operation of CIB and will be supported with access to papers and information on CIB's online Board papers system.