

Role profile

Board Committee Member

– Audit and Risk

Role overview

The Board Committees support the IOSH Board of Trustees in fulfilling their roles and responsibilities to the Institution.

The role of the Audit and Risk Committee is to receive assurance that IOSH internal controls and risk management processes are fit for purpose, protect the integrity of the IOSH brand and are consistent with current UK good practice.

Role responsibilities

- Review the findings and effectiveness of the work of the external auditors including an option to meet with the auditors independently from senior management.
- Review IOSH internal controls and decision-making flows and associated delegated authorities, including expenditure approval levels, and recommend changes for the approval of the Board where appropriate (annual nature of review included in committee guidance).
- Review and approve Standing Financial Instructions.
- Receive at each meeting risk assurance mapping evidence relating to a risk and associated mitigations as identified by the Committee, determine effectiveness of mitigations and report to the Board as appropriate.
- When IOSH does not have an internal audit function, commission, annually, an external review of one area of internal control as determined by the Committee.
- Ensure that the risk management process is conducted as described by and in accordance with the IOSH Risk Management Policy within the areas of responsibility of the committee and recommend mitigations to Senior Managers in the course of the business conducted.
- Act as the Board of Trustees' independent scrutineer, examining for areas of concern such as fraud, malpractice, and financial control matters.
- Oversee the effectiveness of the verification of Training Providers and accreditation of Higher Education Institutions.

Experience

- Able to demonstrate and understanding of risk management and internal control systems in the workplace.
- Experience or knowledge of governance structures.
- Ability to scrutinise processes and give assurance to others based on the information reviewed.
- Support the challenge, development and amendment of existing business provisions and controls in accordance with emerging global risks and established risk appetites.
- Experience of financial management and accounting policies and ability to demonstrate awareness of the relevant legal and financial regulations.
- Experience of appointing and reviewing auditors against a proposed schedule of work.
- Understanding of the IOSH Activate 2028 strategy and the global challenges that may be encountered.

Person requirements

- A reputation for total integrity, honest and professionalism.
- Willingness to accept collective responsibility.
- Compliant with CPD requirements throughout the term of office.

Our four values:



One IOSH

We work together as one IOSH with the shared aim of achieving effective strategic outcomes and business success



Integrity

We treat our colleagues, stakeholders, customers, members and volunteer with respect by being committed and professional and by acting with honesty and integrity



Excellence

We keep the promises we make by delivering an agreed standard of work to all colleagues, stakeholders, customers, members and volunteers, always learning and striving for excellence



Flexibility

We are able to adapt ideas and new ways of working to bring innovation and continuous improvement to our business

Knowledge of IOSH

- IOSH strategy (Activate 2028) and the role of the committee in relation to its success.
- The environment and market in which IOSH operates.
- The role, responsibilities and remit of the committee and its place within the governance structure at IOSH.

Skills and abilities

- Think in a strategic, modern, agile and flexible way.
- Contribute regularly, constructively and with respect for others, sharing responsibility for decisions.
- Work collaboratively.
- Communicate effectively with different audiences.
- Recognise and declare conflicts of interest where they exist and when they arise.
- Understand and have regard to the advice of staff and other professionals.

Commitment

The role will require a commitment of 4 virtual meetings per year with the possibility of some extraordinary meetings if required. Where possible decisions outside of formal meetings will be taken via email.

Terms of office are for either 2 or 3 years and for a maximum of 6 years in total. Terms can differ due to the necessity of staggering for continuity purposes.