

VACANCY: Chair of the Audit Committee

Location: UK (home-based)

Reporting to: Chair of the Board of Trustees

Duration: The term of appointment is for three years with the possibility of two terms of renewal for a maximum of nine years

Starting date: March 2022 (invitation to observe Board 16th March 2022 meeting)

Founded in 2003 and based in the UK, [Integrity Action](#) is a charity devoted to bringing citizens and government closer together and to increasing the accountability of power holders to those they wish to serve. We equip citizens with the tools to assess vital services in their communities, report problems publicly, and work with those responsible to ensure the problems are fixed. We also work with power holders to ensure that they use their power responsibly and that they are inclusive, responsive and accountable to their citizens.

Integrity Action has worked with citizens across Africa, Asia, Europe and the Middle East to identify and solve thousands of problems – ranging from crumbling schools to dirty drinking water – and in so doing transformed hardships into real-life benefits for hundreds of thousands of people. To date, we have helped citizens in over 20 countries monitor more than \$1bn. worth of products and services, and find solutions to over 50% of problems identified.

Integrity Action is now striving to push for a new social compact: by increasing the ability of both citizens and state actors to collaborate and understand each other's perspectives and limitations, we aim at (re)building trust and relationships between them. To do that, we start at the local level in partnership with civil society, as we recognise that at the local level citizens are closer to their government and that relationship-building is more achievable.

The role and responsibilities are described in detail in our Governance Manual.

You will play a leading role in:

- Ensuring Integrity Action acts in line with its charitable objectives and to maintain oversight of the organisation's financial affairs on behalf of the Board of Trustees.
- Providing guidance to the Board of Trustees, Chief Executive and the Executive Management Team on financial stewardship of the organisation in line with the strategic aims.
- To chair the Audit Committee in fulfilling its obligations as detailed in the terms of reference for the Audit Committee.
- Supporting the Executive Management Team with HR advice.

What the opportunity offers to you

- The Chair of the Audit Committee is delegated responsibility with the Chief Executive for approving and signing the Audit Engagement Letter.
- To oversee Integrity Action's compliance with statutory requirements relating to the accounts of a company limited by guarantee and a registered charity before these are presented to the Board of Trustees.
- To oversee the presentation and content of Integrity Action's organisational budgets, management accounts and long-term forecasts to ensure these are appropriate to a company and a charity.

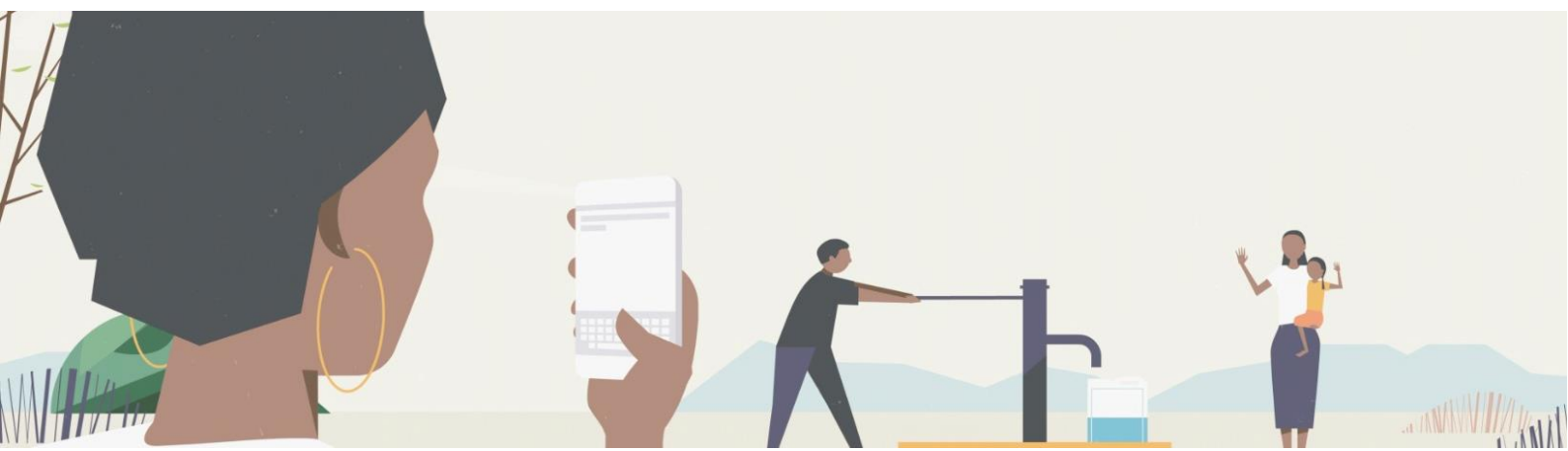
- To be a sounding board for the Finance and Compliance Manager and the Chief Executive and to work in partnership with the Executive Management Team.
- To draw any major financial concerns to the attention of the Board of Trustees and Chief Executive.
- To support the review of the reserves and risk management policies.
- To meet with the external auditors annually without the Executive Management Team present.
- To present the accounts to the Board of Trustees and draw attention to the important points.

Is the position the right fit for you?

- Professional background in accountancy and audit.
- Currently serving as a director of finance or similar in a UK charity.
- Experience of overseeing risk management and HR.
- In detail and up to date understanding of the management and legal requirements of a UK registered charity.
- Experience of managing complex contracts and contractual liability.
- Prepared to make difficult and demanding recommendations to the Board.
- An understanding of the global development sector and its current challenges, including the need to shift resources and decision-making power to the communities that the sector is trying to reach.

We will offer you:

- An absorbing and rewarding role to shape and sharpen the thinking and action of an international organisation committed to citizen-centred accountability.
- The chance to play a central role in overseeing Integrity Action's governance, compliance, strategy and planning; and advising and supporting the Executive Management Team.
- Joining a cadre of highly respected trustee peers, led by Board Chair Gail Klintworth, Special Advisor on Sustainable Economic Zones and Clusters for SYSTEMIQ and nonexecutive director, board advisor and trustee for a select group of businesses and NGOs working towards low carbon, inclusive growth.
- A working environment committed to justice, equality and inclusion where openness, honesty, integrity, and respect are prized.
- The opportunity to be trained on safeguarding, unconscious bias, positionality and privilege, and concepts of justice.



The commitment we ask you to make

- The time commitment for service equates to approximately 8 days a year, including: 4 Trustee meetings per annum (normally held between 11am and 1.30pm (GMT), 4 Audit committee meetings typically held on the same day as Trustees meeting and lasting 1h; and one full day in June). Once travel restrictions allow, we will aim for all Trustees to meet in person once a year. In the meantime, Board meetings will be held remotely.
- Advising and guiding the Executive Management Team.
- The role is unpaid but reasonable expenses (including attendance of Board meetings) are reimbursed.
- The working language of the Board is English and all members must be proficient.
- As Integrity Action does not solicit individual gifts, there is no expectation that board members will contribute financially to the organization.

Interested in applying?

Applications should be sent to Jasmina Haynes, the CEO, by email to jasmina.haynes@integrityaction.org by 31st January 2022.

She is happy to answer any questions you might have, and you are invited to contact her via email or on her mobile +447446839007.

Application process

Your application should comprise:

- A CV including your full employment history showing more significant Executive and Non-Executive positions, responsibilities held and relevant achievements;
- A motivation letter of not more than one page summarising your drive and the reasons you're interested in joining us;
- Daytime, evening and/or mobile telephone numbers (to be used with discretion).

A selection of candidates will be invited to be interviewed by the appointment panel chaired by Gail Klintworth, Chair of the Board. Interview dates to be confirmed.

The successful candidate will be invited to join the Board session on 16th March 2022 as an observer.

Integrity Action's legal status is as a UK company limited by guarantee (Company registration number 4884328) and as a charity registered with the Charity Commission for England and Wales (Charity registration number 1120927).

