



Independent Person

Post number: FCS007

Allowance: £2,000 per annum

Date: September 2026

Service area: Finance

Reports to: Director (Finance)

Job profile

Purpose

Act as an independent member of East Cambridgeshire District Council's Audit Committee, assisting the Committee to fulfil its responsibilities in reviewing the authority's financial affairs, risk management, internal control and corporate governance arrangements, and supporting open, accountable and transparent decision-making.

Dimensions

The role supports the Audit Committee in fulfilling its terms of reference as set out in the Council's Constitution. It requires constructive engagement with Committee Members, the Council, and internal and external auditors, and involves preparation for and attendance at formal Committee meetings and any additional meetings as required.

Main duties and responsibilities

- Act as an independent member of the Audit Committee of East Cambridgeshire District Council.
- Assist the Committee in reviewing the authority's financial affairs.
- Assist the Committee in reviewing and assessing the authority's risk management, internal control and corporate governance arrangements.
- Assist the Committee in fulfilling its terms of reference as defined in the Constitution.



East Cambridgeshire District Council

- Foster good working relationships and communication among Committee Members, between the Committee and the Council, and with internal and external auditors.
- Attend all formal meetings of the Committee, including any additional meetings, as required.
- Prepare for each meeting by reading agenda papers and additional information to become familiar with the issues to be covered.
- Submit any questions for officers in advance of meetings where appropriate, so responses can support discussion at the meeting.
- Listen carefully, ask supplementary questions in a non-judgemental way, respect confidentiality and help fulfil the role of the Committee.
- Attend training and development events as needed.
- Keep abreast of key issues relating to the responsibilities of the Council and matters within the Committee's terms of reference.
- Contribute to an open, accountable and transparent decision-making process.
- Uphold East Cambridgeshire District Council's Constitution in respect of meetings of the Audit Committee.

Special conditions

- This is a politically restricted post.
- The postholder will be required to work outside normal office hours to meet the needs of the service as required.
- Candidates must be able to attend meetings at The Grange in Ely.
- Candidates should be able to allocate around half a day per month on average to prepare for and attend regular meetings.

Pre-employment checks

None

Business Travel

Casual user



Person specification

Area	Essential requirements
Skills	The ability to think strategically, make balanced and objective judgements, scrutinise and challenge constructively, analyse complex written material including financial, statistical and performance information, and communicate effectively both verbally and in writing.
Knowledge	Knowledge and experience of audit, risk management, performance management, corporate governance, financial governance and controls.
Attainment	Experience of holding a decision-making role in previous employment; experience working in or with a large or public sector organisation or serving on a Committee or Board.
Attitude	Time, energy and commitment to prepare for and attend regular meetings; willingness to learn; effective team working; self-confidence to challenge constructively; enthusiasm and drive to seek learning and development opportunities; respect for others; integrity; commitment to excellent public services.

Ineligibility: candidates cannot be considered for appointment if they are under 18 years of age; are, or have been within the past five years, a member or officer of the authority; are, or have been within the past five years, a member or officer of a parish council for which the authority is the principal authority; or are a relative or close friend of a person falling within those categories.