



## North Hertfordshire District Council

### Independent Member of the Finance, Audit & Risk Committee

#### Person Specification

Date issued: 20 August 2012

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
<b>Job Related Skills and Knowledge:</b>	<p><b>Experience;</b></p> <p>A broad range of experience, preferably in public, private, voluntary or charitable sector employment or service including self-employed, employed and voluntary positions.</p> <p>Held a significant position within either the private or public sector that included responsibility for some of the subject areas covered by the Committee's terms of reference.</p> <p>A professional financial or audit qualification and/or governance skills and experience relevant to the role of an audit committee.</p>	<p><b>Experience;</b></p> <p>Experience of dealing with matters of the kind that will be the concern of the FAR Committee and, more particularly, financial management, internal control, risk management and anti-fraud &amp; anti-corruption</p> <p>Working knowledge/experience of local government or some other aspects of the public sector and/or of large, complex organisations at a senior level and substantial awareness and understanding of the political process.</p> <p>Knowledge/experience of procedures for Council Committee meetings.</p>	<p><b>Experience;</b></p> <p>Application form and interview.</p> <p>Application form and interview.</p> <p>Application form and interview.</p>

	<p><b>Other Job Related Skills &amp; Knowledge;</b></p> <p>Independence of mind, objectivity and impartiality.</p> <p>A high level of personal integrity.</p> <p>A commitment to the general principles governing the conduct of public authorities generally and matters of probity and integrity in particular.</p>		<p><b>Other Job Related Skills &amp; Knowledge;</b></p> <p>Application form and interview.</p> <p>Application form and interview.</p> <p>Application form and interview.</p>
<p><b>Communication Skills:</b></p>	<p>Good interpersonal skills, including communication skills (both written and oral) and the ability to co-operate with others in a committee setting.</p> <p>Tact and diplomacy in handling sensitive matters.</p>		<p>Application form and interview.</p> <p>Application form and interview.</p>
<p><b>Problem Solving Skills &amp; Accountability:</b></p>	<p>Ability to interpret general policies/procedures/guideline</p> <p>Good analytical skills and the ability to demonstrate clarity of thought.</p> <p>The ability to assimilate information quickly and arrive at balanced judgements.</p>		<p>Application form and interview.</p> <p>Application form and interview.</p> <p>Application form and interview.</p>

<p><b>Other Requirements:</b></p>	<p>Ability to attend evening meetings, usually held at the Council Offices, Letchworth Garden City.</p> <p>Please note this is an unpaid role</p>	<p>A preference will be given to applications from residents within the North Hertfordshire District.</p>	
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