**SHEFFIELD CITY COUNCIL**

**CO-OPTED MEMBERS OF THE AUDIT AND STANDARDS COMMITTEE**

**PERSON SPECIFICATION**

**Skills**

* Able to understand complex issues and the importance of accountability and probity in public life.
* Able to analyse and assess evidence and come to a rational conclusion.
* Able to reconcile the ideal with reality and practicality.
* Able to demonstrate objectivity.
* Able to demonstrate integrity and discretion.
* Able to make decisions.
* Must possess effective interpersonal and communication skills.

**Knowledge**

* Some knowledge of local government would be useful.
* Knowledge of corporate governance arrangements in either the public, voluntary, community or private sectors would be beneficial.
* Knowledge of risk management.

**Experience**

* You will be a person who has business, financial, corporate governance, voluntary or community sector experience of working in a medium/large organisation at a senior level or other experience which would give similar benefits.
* Financial management experience would be advantageous.

**Qualifications**

* No specific qualifications or background are required.

**Competences**

* Analytical and challenging **-** Ability to effectively hold people to account, question data and conclusions presented and tenacious in obtaining full and satisfactory explanations.
* Risk focused -Ability to assess the importance and impact of issues and prioritise.
* Independent **-** Ability to be, open-minded and impartial and think critically, articulate an objective view and be sceptical.
* Proportionate and balanced **-** Ability to assimilate the detail, separate the important from the trivial and spot the absence of appropriate data and information.
* Commitment to and clarity of the role - Conscientious, clear about, and committed to the role of the Committee.
* Working with others **-** Ability to work constructively with other Committee members, officers and external and internal auditors and to get officers and auditors to be open and honest. Relevant knowledge and rigorous intellect **-** Appreciation of key concepts e.g. accounting, best value, continuous improvement and ability to understand some quite complex issues.
* Efficiency - Ability to ensure controls are in place such that risks are minimised in the most cost-effective manner.
* Agent for change **-** Ability to challenge management where controls are not working satisfactorily and divert resources to remedy.
* Confidentiality – An understanding of the confidentiality requirements when receiving information and dealing with complaints.

**Other**

* You must not be a councillor or officer of the Council or have been so in the last five years prior to appointment.
* You must not be closely associated with anyone who is or has been a councillor or officer of the Council in the last five years.
* You must have no criminal convictions.
* You must not be an undischarged bankrupt.
* You should have no significant business dealings with the Council.
* You should not be or have been an active member of any political party during the last five years.
* You must be willing to formally agree to observe the Council’s Members’ Code of Conduct, including completing a declaration of Disclosable Pecuniary and other interests.   
  (Note: The register containing the declaration interests is available to be viewed by members of the public upon request).

**Commitment**

This post will take up approximately five to nine half days per annum for meetings plus preparation time and training.

**Payment**

This public office does not command a salary. However, a co-optees’ allowance (currently £884.37 per annum) will be paid, together with reimbursement for travelling and subsistence expenses.

March 2025