

# SOUTHWARK

## ◆ CATHEDRAL ◆

### **Southwark Cathedral Audit and Risk Committee Member (Unpaid)**

Southwark Cathedral has been a place of Christian worship for over 1400 years. Now it stands on the vibrant and exciting regenerated south bank of the Thames surrounded by cultural venues such as Tate Modern, Shakespeare's Globe and Borough Market, the offices of major companies as well as schools and diverse residential communities. It is an inclusive Christian community that offers a welcome to all.

Chapter is the body corporate of Southwark Cathedral. Its members have the general control and management of the administration of the Cathedral. Southwark Cathedral will become a full charity in 2022 (under the Cathedrals Measure 2021) and will be regulated by the Charity Commission for England and Wales. Chapter is establishing a new Audit and Risk Committee in accordance with the Cathedrals Measure. It will be a sub-committee of Chapter and will be asked to guide and support Chapter with how it manages risk. The role of Audit and Risk Committee Member will offer the opportunity to be a key part in overseeing the management of risk at Southwark Cathedral.

The objects of Chapter are:

1. To advance the Christian religion in accordance with the faith and practice of the Church of England, in particular by furthering the mission of the Church of England
2. To care for and conserve the fabric and structure of the Cathedral church building
3. To advance any other charitable purposes which are ancillary to the objects referred to above

The purpose of the Audit and Risk Committee is to enable Chapter members to meet their responsibilities by providing independent oversight of the Cathedral's systems of internal control, risk management and financial reporting, and through supervision of the quality, independence and effectiveness of both the internal and external auditors.

#### **Duties**

- Review the annual report and financial statements, paying particular attention to accounting policies, areas involving significant judgement or estimation and compliance with financial reporting requirements and accounting standards, and recommending them to the Chapter for approval
- Review the scope and results of audit work, including the need (if any) for internal audit work
- Review the performance of auditors, including recommending the appointment and remuneration of auditors to the Chapter when required
- Review the adequacy of management responses to any audit work
- Monitor the processes for assessing, reporting, mitigating and owning organisational risks and their implications, including but not limited to financial, missional, reputational, governance and safeguarding risks

- Review the risk register at least annually, and ensure the Chapter's internal processes facilitate the prompt recording of serious incidents, control failures and emerging risk
- Review and recommend to the Chapter the organisation's policies for counter-fraud, anti-money laundering, whistle-blowing and cyber and information security
- Review arrangements by which staff may, in confidence, raise concerns about possible improprieties relating to finance or other aspects of the Cathedral's operations to ensure that arrangements are in place for the investigation of such matters and for appropriate follow-up action

### **Role description**

- Prepare for and participate fully in Audit and Risk Committee meetings
- Act reasonably in decision-making and leadership of the Cathedral
- Ensure the proper management and administration of the Cathedral
- Appropriately identify and manage conflicts of interest
- Help to protect the reputation of the Cathedral
- Ensure that an appropriate culture of safeguarding is at the heart of everything the Cathedral does
- Help to manage risks in a proportionate and balanced way
- Ensure that the values of Southwark Cathedral, the principles of good governance, diversity, inclusion, are upheld in the delivery of Chapter's objectives

### **Knowledge and experience sought**

- One or more of the following: charity/third sector/not for profit, audit, finance, investment, projects, governance, insurance, reputational protection and the delivery of projects or plans

### **Each Audit and Risk Committee Member must have**

- An ability to work effectively and collaboratively as a member of a team and to shape, drive, scrutinise and monitor decisions
- Experience of participating fully in discussions and meetings
- An ability to identify and manage conflicts of interest
- An understanding of risk and reputational management
- Core values of diversity and inclusion and safeguarding of vulnerable people

### **Commitment required**

- Attend in person or remote meetings (at least three per year)
- Outside of Audit and Risk Committee meetings, Cathedral staff may seek to consult with Audit and Risk Committee Members on particular subjects, often via email
- Four-year term and can serve a maximum of two terms (maximum of eight years)
- The role is unpaid

Southwark Cathedral believes in promoting and building a diverse and inclusive leadership, and workplace, culture and governance structures that are welcoming to and respectful of all. We welcome applications from all suitably qualified people whatever their ethnicity, background, age, disability, long term condition, sexual orientation, gender identity, or any other characteristic protected by law.

*Please apply by 5pm on Friday 8 July with your CV and a covering letter to Southwark Cathedral, London Bridge, London, SE1 9DA or to [cathedral.governance@southwark.anglican.org](mailto:cathedral.governance@southwark.anglican.org) explaining why you wish to join the*

*Southwark Cathedral Audit and Risk Committee and how you feel that you could contribute as a Committee Member.*