**Opportunity for an Independent member of the Commonwealth Scholarship Commission Audit and Risk Management Committee**

**Background**

The Commonwealth Scholarship Commission (CSC) is looking to appoint an independent member of its Audit and Risk Management (ARM) Committee, starting in early 2025. The role is unremunerated, although out-of-pocket expenses are reimbursed in line with CSC policies. The role will require a commitment of around 20 hours per year for attendance at three virtual meetings per year, each of around three hours with papers shared in advance and a small amount of correspondence with the Chair of the ARM Committee and the Commission Secretariat outside meetings.

The CSC is an executive non-departmental public body and operates within the framework of the Commonwealth Scholarship and Fellowship Plan (CSFP). Funded by the Foreign, Commonwealth and Development Office (FCDO), Department for Education and UK University partners, the CSC offers a range of study, research, and professional development options for people throughout the Commonwealth. Our work drives forward global sustainable development objectives by supporting innovators and leaders of the future from across the Commonwealth, while simultaneously attracting outstanding talent to Britain’s universities. More information on the Commission can be found [here](https://cscuk.fcdo.gov.uk/).

**Job Description**

The independent ARM member will be expected to:

* Serve for an initial term of three years with an option to be reappointed for a further term of three years in line with Commissioner appointment
* Attend meetings of the Audit and Risk Management Committee held virtually three times a year (normally in March, July and November) and contribute actively to this Committee. The Terms of reference for the Committee are attached to this document.
* Attend an initial briefing with the Chair of the Audit and Risk Management Committee and meet with them (virtually) at least annually
* Comply at all times with the [CSC Code of Conduct](https://www.gov.uk/government/publications/csc-in-the-uk-code-of-conduct), and with relevant rules relating to the use of public funds and to conflict of interest
* Comply with the CSC’s rules on the acceptance of gifts and hospitality, and other appointments
* Act in good faith and in the best interests of the CSC at all times
* While not expected, the independent member of the ARM Committee will be welcome to attend Commission meetings as well as occasional events with award holders and other stakeholders if they should wish.

**Person Specification**

The independent ARM member will be expected to have:

* An interest and expertise in international higher education issues
* Expertise/clear interest in international development issues, and the challenges faced by countries whose academic systems and research culture is still emerging
* The ability to think strategically, contribute to group discussions, and challenge assumptions in a constructive manner
* Knowledge of governance issues including audit and risk management (practical experience with risk matrices would be helpful), and the ability to understand their application to the legal and administrative environment in which the CSC works

**Other Information**

The CSC is committed to providing equal opportunities for all and encourages applications from candidates irrespective of race and/or ethnicity, age, disability, gender, socio economic background, mobility, nationality, family, marital and/or partnership status, religion, sexual orientation, transgender or working patterns.

**Application Process**

Please submit a copy of your CV with a covering letter detailing how your experience and knowledge matches the role of independent member of the ARM Committee to: eleanor.gough@acu.ac.uk by 19th December 2024

Applications will be reviewed by the Chair of the ARM Committee and the Commission Chair and shortlisted applicants will be invited to a virtual interview.

**Terms and Reference for the CSC Audit and Risk Management Committee**

***Background and Membership***

The Audit and Risk Management Committee (ARM) was established by the Commission in 2003.

The Committee will comprise at least three members and meetings will require two in

attendance (in person or remotely) to reach quorum. If the Chair of the ARM Committee

is not present, another Member will assume the Chair by agreement.

1. In order to ensure a level of independence within the Commission: The Commission Chair, Deputy Chair and Finance Committee Commissioners will not be eligible for Membership but may observe, and there should normally be at least a year between membership of the Finance Committee and membership of ARM.
2. Members of the ARM Committee should also not be members of the Executive Group; the Chair of the ARM Committee can be invited to attend Executive Group meetings as an observer only.
3. The Chair of ARM can, and will normally expect to, appoint as a member of ARM a suitably experienced person who is not a Commissioner

The CSC CEO and ACU Senior Responsible Officer will normally attend meetings,

as will a representative of the CSC’s delivery partners. However, the Committee may,

at its discretion, wish to meet independently to consider any items.

The Committee will normally meet three times per year.

The Committee shall have the authority to meet with other Commissioners, or external

bodies whose work relates to that of the Committee’s functions, as required.

## ***Terms of Reference***

1. To consider the arrangements through which the Commission accounts for its expenditure, including both internal controls and external inspection, and recommend any changes required to conform with best practice.
2. To meet directly with those responsible for inspection of Commission expenditure, where necessary without the presence of delivery partner officials and to receive and review the annual financial inspection report.
3. To review any formal letters or communications which arise as a result of the financial inspection process, and the proposed response of management.
4. To consider the internal controls in place for the management of expenditure, and make any recommendations thought necessary.
5. To be responsible for the CSC’s programme of internal Audit by FCDO IAID (or an alternative auditor should it wish to appoint one); commissioning audits and agreeing audit timetables and receiving audit reports.
6. To review the arrangements in place to prevent conflicts of interest for Commissioners and staff, and to ensure that these conform with best practice.
7. To review the Commission Code of Conduct and its suite of policies in line with an agreed timetable and agree any changes to these policies (noting that the travel policy is reviewed by the Finance Committee).
8. **To act as a key point of contact for bodies that aim to provide objective assurance over the CSC’s activities in relation to overseeing complaints and frauds reported in relation to the CSC’s decisions**
9. To monitor all complaints received against the Commission itself or its delivery partners and to advise where referral should be made to the full Commission for consideration of any action to be taken.

1. To review the CSC’s Risk Framework and Risk Register (at each meeting) and risk management procedures and ensure that appropriate policies are in place to conform with these.
2. To consider whether the MoU or other contractual arrangements which exist between the Commission, its sponsors and its main service suppliers are appropriate from a risk management perspective.
3. To monitor the extent to which the Commission complies with current legislation and guidance issued by HMG, working with the Commission’s sponsoring department within FCDO to keep the Commission updated on changes.
4. To be responsible for oversight of Safeguarding, Fraud and GDPR issues with oral reports received on each from the Secretariat at each meeting.

1. To bring any concerns regarding the above to the attention of the full Commission at the earliest opportunity,and in any event to present minutes of meetings to the Commission.
2. To be given access to a budget in case of the need to appoint an external body to investigate activities within the Commission should this be identified by the Committee as being necessary.