



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

## **Job Description**

### **Independent Member (non-voting)**

### **Finance Audit and Risk Committee**

1. To be involved in exercising the functions of the Finance Audit and Risk Committee as stated in the Terms of Reference.
2. To contribute to decisions in accordance with the Terms of Reference.
3. To comply with relevant legislation, delegated authority, confidentiality and any relevant policies and procedures.
4. To ensure that all financial matters including audit (internal and external) are properly and effectively undertaken.
5. To provide expert and independent professional advice to other committee members.
6. To use such personal and professional skills together with such contacts, experience, judgement, integrity and independence to optimise both the short-term and long-term financial performance of SWDC.
7. To exercise reasonable care, diligence and skill taking into account when making decisions or carrying out the responsibilities of the Committee.
8. To foster good working relationships.
9. To avoid situations in which a direct or indirect interest exists that conflicts, or possibly may conflict, with the interests of the Council.
10. To attend all Committee meetings unless prevented by exceptional circumstances.

#### **Time Commitments / Expectations**

- Attendance at scheduled committee meetings
  - Minimum of 4 meetings per year (maximum of 2-3 hours duration)
- Preparation for committee meetings
  - Reading of reports
  - Requesting/considering additional information



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## Person Specification Independent Member Finance Audit and Risk Committee

### **Essential skills, Knowledge and Experience:**

- Relevant tertiary qualifications and/or work experience in the areas of finance, audit (internal and external), treasury management, health and safety, and risk management.
- Senior management local government experience combined with governance and procurement experience with a range of Local Governments.
- Good knowledge of the relevant legislative and regulatory requirements.
- Able to understand financial reports including understanding of internal control and assurance.
- Good understanding of internal and external audit.
- Familiarity with risk management disciplines (identification, evaluation, mitigation and management).
- Ability to think independently and objectively.
- Ability to make long and short term sound analytical and financial decisions based on all information available.
- Have good business acumen and appropriate diligence, time, effort and commitment.
- Proven ability to foster and maintain good relationships with the CE, other committees, management, staff, internal and external auditors.
- Ability to actively participate as part of the committee and work productively and openly to raise and resolve issues and to achieve results.
- Willingness and the ability to ask relevant and pertinent questions and to evaluate the answers.
- Has a proven track record in terms of high business ethics, sound judgement and common sense.
- Maintains confidentiality.

### **Preferred Skills, Knowledge and Experience:**

CEO of mid - large successful NZ company, Director, Member of The Institute of Directors  
Experience with Local Government.