International Netball Federation

Audit & Risk Committee – Independent Member

The Audit & Risk Committee is authorised by the International Netball Federation (INF) Board of Directors (the Board) to conduct its business in accordance with its Terms of Reference.

The Primary purpose of the committee is to assist the Board of Directors in fulfilling its oversight responsibilities in relation to financial reporting, internal financial controls and risk management.

Role Purpose

As part of the Audit & Risk Committee you will:

- Monitor the integrity of the financial statements of the company and review and report to the board on significant financial reporting issues and judgements which those statements contain having regard to matters communicated to it by the auditor.
- Review any other statements requiring Board approval which contain financial information first, where to carry out a review prior to Board approval would be practicable and consistent with any prompt reporting requirements under any law or regulation.
- Review the content of the annual report and accounts and advise the Board on whether, taken as a whole, it is fair, balanced and understandable and provides the information necessary for members to assess the company’s performance, business model and strategy.
- Oversee the relationship with the external auditor.
- Monitor the effectiveness of the company’s internal controls and risk management systems, with a view to ensuring that the main risks are properly identified, managed and disclosed; and; review and approve the statements to be included in the annual report concerning internal controls, risk management systems and the viability statement.
- Review the adequacy and security of the company’s arrangements for its employees and contractors to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters.
- Review the company’s procedures for detecting fraud.

Person specification

Experience: You will be a person who has experience of working in a multinational organisation at a senior level or other experience which would give similar benefits. Experience of the UK and Isle of Man tax and regulatory framework would be advantageous.

Skills you will have:

- an ability to analyse and question written and verbal reports on audit and risk management activities
- an understanding of the need for independence of audit from daily management responsibilities
- an ability to demonstrate integrity and discretion
- effective interpersonal skills
- be able to maintain strictest confidentiality of sensitive information
Knowledge

All members of the Audit Committee should have, or should acquire as soon as possible after appointment:

- an understanding of the objectives and key activities of INF and significant issues facing INF.
- an understanding of INF’s structures and responsibilities, including key relationships with partners, businesses and organisations
- an understanding of the organisation’s culture
- an understanding of any relevant legislation or other rules governing the organisation
- an understanding of corporate governance arrangements in place across INF
- an understanding of risk management

Independence & Conflicts of Interest

The independent member of the A&RC may not be a director, employee or consultant of the INF or an INF Member or an INF Regional Federation.

Upon appointment members of all INF committees and panels are required to complete a conflict of interest declaration.

Remuneration

The role is unpaid. However reasonable expenses will be paid in line with the INF Volunteer Expenses Policy.

Meeting Frequency & Time Requirement

The A&RC meets by teleconference approximately four times a year. Committee Members are issued papers approximately 1 week prior to each meeting and are expected to have sufficient time available to read these papers in advance. Occasional face to face meetings are held around INF events.

Diversity Statement

International Netball Federation Limited (INF) is fully committed to the principles of equality of opportunity and is responsible for ensuring that no employees, job applicants, office holders, volunteers, consultants or members of committees and panels are unlawfully discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex and sexual orientation.