

REC Candidate Information Pack – Audit & Risk Committee

Independent member (x1)
REC member (x1)

An Introduction to the REC

Strong trade associations are built on sound foundations. The REC's oldest predecessor organisation was founded in 1930. Over the course of nearly a century since then, the organisation has stood for one thing – a better labour market, based on high standards and opportunities for workers and businesses.

We support talent, recruitment and staffing businesses across the whole UK, and foster the development of the professionals who work within them. That matters – recruitment is not a process to be perfected – it deals with human beings and company growth ambitions. People buy people. So skilled hiring and talent management really matters.

Today, the REC stands for doing the people stuff well. From our code of conduct to our legal and compliance support, and from our strong media voice to the business advice and professional development we deliver every day. The REC is the strong bedrock of a stable professional service – a sector maturing into understanding the value of what it does, and with professionals who build careers as difference makers.

As members, we are both the recipients and the drivers of the REC's work. But as members of its governing boards and committees, that responsibility is very clear. Our role is to protect the members so that they can make the difference to the country that we need. And we must be stewards, acting for the long-term benefit of members rather than on the short-term driver. But if we get it right, the prize is huge: a sector truly seen in its proper place as a core part of the UK's world leading professional services sector, full of vibrant and growing businesses.

The REC is its members. Their needs have changed over almost a century – and that will continue. But our role as stewards is to make sure the REC prepares members for the world they are in now, based on core principles, values and skills that are everlasting. We would be delighted to have you join us in this important work.

1 Overview

An independent member of the Audit and Risk Committee (ARC) provides external advice and expertise to inform the Recruitment and Employment Confederation's (REC) management of risk and audit, providing advice to the management team.

REC members who serve on the Committee carry the same responsibilities and are able to bring their sector perspective to the work of the Committee.

The successful candidate(s) will be expected to think strategically and influence decisions at a senior level.

They will need to establish constructive relationships with stakeholders including REC Board members, EC Executives and other staff, and ARC appointed audit providers.

1.1 Competencies required

Outlined in Section 4.

1.2 Remuneration

Travel and subsistence expenses are refundable within limits set by the REC subject to periodic review.

1.3 Time commitment

The ARC will meet as required, but at least four times per year, usually for 60-90 minutes, with additional time required for reading meeting papers and other business.

1.4 Term of office

The initial appointment is three years. Individuals may be reappointed to the ARC for a further term up to a maximum of six years, subject to satisfactory performance and the needs of the REC.

1.5 Contact

For information regarding the selection process, please contact:
India Harrison, REC Governance and Workflow Executive / india.harrison@rec.uk.com

2 About the Recruitment and Employment Confederation (REC)

We drive standards and champion strategies that enable recruitment businesses to build better futures for their candidates and themselves. We are champions of an industry which is fundamental to the strength of the UK economy.

We provide advice/guidance on legal matters, business support and training to help recruiters, and we celebrate the individuals involved in this industry.

REC members are recognised for their professionalism and the value they provide to their clients and candidates. If a recruitment agency displays the REC logo, it's a sign of verified quality. It demonstrates that they have passed our Compliance Test and adhere to our Code of Professional Practice.

We work with recruiters and employers across the UK. Our team includes legal, compliance, policy, qualification and account management experts who have specific experience working with recruiters to help their businesses thrive.

The REC is a UK registered company, limited by guarantee and is also a not-for-profit organisation.

To learn more about our strategic aims, please review the corporate documents available on our website at <https://www.rec.uk.com/>, including the REC Annual Report and Accounts at <https://www.rec.uk.com/about-the-rec>.

3 The role and composition of the Audit & Risk Committee

Committees of the REC Board are: Audit & Risk, Professional Standards, and Remuneration & Appointments. These committees will submit reports to the Board on a routine basis.

The ARC is responsible for overseeing financial reporting process, audit process, risk management, internal controls and governance arrangements.

3.1 Responsibilities of Committee members to the REC

- Monitor the REC's performance against the agreed budget and financial success measures.
- Evaluate the profitability and sustainability of REC activities and consider the long-term commercial viability of the REC in the context of macro trends.
- Review the investment strategy and reserves policy and make recommendations to the REC Board about courses of action.
- Work with auditors to ensure compliance with professional accounting standards and practices and receive the annual auditor's report.
- Meet with the external auditors (at least once each calendar year) without any REC staff member present for the purpose of obtaining direct assurance from the lead auditor.

3.2 Membership

- Membership of the committee will be 4, including the Chair and a member of the REC Board. Committee size may only be changed by a revision of these terms of reference by the REC Board.

- No one person can be a member of more than one REC Board committee at the same time.
- Committees will comprise:
 - 1 REC Board member (appointed by the REC Board)
 - Up to 2 REC members (appointed by the Board on the recommendation of the ARC)
 - 1 independent, non-REC members (appointed by the Board on the recommendation of the Remuneration & Appointments Committee, on the basis of the skills required to compliment the other members of the ARC)
- The Board shall determine the composition of committees from time to time, including when vacancies arise, based on the categories above.
- The CEO or a member of the REC executive team nominated by him/her has the right to attend ARC meetings but is not a member of the committee.

Each committee will elect one of its members to be the **Chair**, who can serve in that role for a term of up to three years. Members of the REC Board may sit on a committee, but only in the role reserved for a Board member. The Board member cannot chair the Audit & Risk Committee.

3.3 Meetings

- Committees will meet as often as required to complete the business of the committee.
- If necessary (and by agreement with the Chair in advance), Committee members can join meeting via video or teleconference.

4 Competencies required for the role

Listed below are the core competencies and the evidence that will be applied when assessing candidates for membership of the Audit and Risk Committee.

Competence	Evidence
Understanding of the role of the REC	Demonstrates a clear understanding of the role and purpose of the REC, including its status as a membership body. Fully endorses the REC's role in promoting equality and diversity.
Awareness of the role of audit and risk management in ensuring effective organisational performance	Demonstrates an understanding of how to keep systems and processes under review for the effective management of risks relating to the discharge of the REC board's statutory duties. Has the ability to weigh the evidence in complex issues and arrive at a balanced judgement. Has an eye for detail and an awareness of technical requirements to enable scrutiny and challenge of financial statements and other complex issues that the Committee deals with.

Competence	Evidence
Experience of corporate governance and the role of the non-executive, most particularly the role of Audit and Risk committees	<p>Demonstrates a clear understanding of the components of good governance, with specific experience of executive or non-executive service on an Audit and Risk committee.</p> <p>Understanding and respect of the boundaries between non-executive and executive roles and ability to challenge and support staff to continue to improve performance.</p>
Excellent communication skills with high-level numeracy and analytical skills	<p>Shows respect for the opinions of others, actively listens and engages with different views and demonstrates independent thought and judgement while willing to support collective decisions.</p> <p>Demonstrates a high level of integrity (including when dealing with confidential or sensitive issues).</p> <p>Ability to present an argument and articulate reasons for reaching decisions demonstrates high-level numeracy and analytical skills.</p>

5 Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity. All appointments are made on merit. We believe that for any organisation to be successful, it needs to work with the most talented and diverse people available. We positively encourage applications from people from all sections of the community, from all backgrounds and with a broad range of experience.

We undertake that your application will be dealt with fairly and that all decisions we make about it will be based on merit and your ability to meet the candidate specification.

The REC has an absolute commitment to the principles of equality, diversity and inclusiveness and the Council is determined to ensure that its governance structure reflects that commitment.

6 On appointment

Those appointed will be eligible to claim expenses, at rates set by the REC, for travel and subsistence costs necessarily incurred on REC business. Expenses are subject to periodic review.

Members are appointed to the Audit and Risk Committee for a period not exceeding three years. Candidates will be advised of their individual term on appointment.

Re-appointments can be made at the end of the first period of appointment for a further period not exceeding three years, subject to consistently high performance and the needs of the REC.

No person may serve on the Audit and Risk Committee in any role or combination of roles, for longer than an aggregate of six years.

Meetings are occasionally held at the REC offices in London, but a remote dial-in facility is more commonly utilised.

7 Applying for a post

To apply for this role, please download and complete the governance vacancy application form found on the website.

Please email your completed application form to **India.Harrison@rec.uk.com** by no later than **09:00 on Monday 1 June 2026**. Only applications submitted using the application form will be accepted. We cannot guarantee that late applications will be accepted.

Interviews will be held on Monday 6th and Tuesday 7th July 2026 at REC's London offices.

The REC will ensure that the appointment is made in a way that is open, transparent and fair to all applicants. Any applicant interviewed for the position who is unsuccessful in their application can ask for and will be given timely and appropriate feedback.

Equality of opportunity – we welcome applications from all sections of the community and from people with diverse experience and backgrounds. All appointments are made on merit.