Candidate pack for

Audit & Risk Committee member

One REC Member and one independent member

Closing date: Tuesday 27 May 2025

Interviews: Friday 20 June (am only) or Monday 23 June 2025

Audit and Risk Committee

We are seeking to recruit two people to join the REC’s Risk and Audit Committee.

* One must be working in a recruitment and employment member of the REC
* One must be from outside the recruitment sector, known as an independent member.

## What does the Audit & Risk Committee do

The Audit and Risk Committee is one of the committees of the Board and is responsible for reviewing the effectiveness of internal arrangements, particularly finance and audit.

It is independent of the Executive and advises the Board on the Executive Team's arrangements for: internal financial control; risk management; governance; value for money and data management and quality assurance of data management. In this way the Audit and Risk Committee provides strategic oversight and ensures the integrity of financial information. The committee recommends the external auditors to the Board, currently HaysMac, reviews the external audit and reviews the annual accounts prior to submission to the Board.

The Risk and Audit Committee has six members, including the Chair, a Board member, two sector members, plus two independent members. The committee also has the Director of Finance as a regular attendee, with the CEO and Head of Delivery attending periodically.

Meetings are held virtually and/or face-to-face (in central London) five times a year.

## What you will bring to the Board

We are looking for engaged contributors who have experience in strategic financial management and risk management. The candidates we are seeking will have good diplomatic, communication and interpersonal skills. The successful candidates will need to evidence good experience in each of the following areas:

* Previous senior-level experience in a financial or risk management role, and/or internal control and governance, either as an executive team member or in a non-executive role
* Demonstrated financial and communication acumen - the ability to apply the disciplines and techniques of financial management, risk management and assurance to investigate and diagnose problems outside the financial field
* Excellent communication skills – written and verbal - ability to listen and challenge in a constructive manner, providing an objective and independent point of view while at the same time building a positive and open relationship with the executive team members
* Previous board-level experience, preferably in an audit and risk position
* Demonstrable understanding of the non-executive nature of the role
* For at least one role, current professional registration as a qualified accountant, for example CCAB or CIMA

In addition, the panel will consider the following areas:

* a good understanding of membership organisations and how they operate
* background in financial services
* knowledge of the recruitment sector or small, medium enterprises

## About the Recruitment and Employment Confederation

We drive standards and empower 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 legal advice, business support and training to help the recruitment sector, and we celebrate the individuals involved in this industry, which contributes £44.4 billion annually to the UK economy.

REC members are recognised for their professionalism and the value they provide to clients and candidates. If a recruitment agency displays the REC logo, it's a sign of quality. It demonstrates that they have passed our Compliance Assessment 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 profit with purpose organisation.

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

**How to apply**

If you are interested in joining the Audit and Risk Committee, please send a full CV and a covering letter of no more than 500 words, demonstrating how you meet the specific requirements of this role as outlined above and explaining why you would like to be part of the Audit and Risk Committee.

## Further information

REC’s [Remuneration and Appointments Committee](https://www.rec.uk.com/about-the-rec/board) leads the recruitment process for all Board and Committee vacancies and interviews for this position will be conducted by members of that Committee.

Applications should be emailed as Word documents to: [tricia.wombell@rec.uk.com](tricia.wombell%40rec.uk.com%20) no later than Tuesday 27 May 2025.

Shortlisting will take place on Monday 9 June, and interviews will take place on Monday 23 June and, possibly on the morning of Friday 20 June.

**If you would like to have an informal discussion about applying to become a Risk and Audit committee member please contact its Chair,** simon.conington@bps-world.com