

<b>Vacancy:</b>	Chair of the Audit and Risk Committee and AHF Trustee
<b>Salary:</b>	Voluntary and unremunerated (reasonable expenses are reimbursed)
<b>Duration:</b>	1 or 2 terms (3 or 6 years)
<b>Application:</b>	Please submit a CV and covering letter (up to 2 pages) explaining why the role interests you and how you meet the knowledge, skills and experience areas we are seeking. Please send to Matthew McKeague, Chief Executive, The Architectural Heritage Fund, by email.
<b>Deadline:</b>	31 <sup>st</sup> May @ 5pm.
<b>Interview:</b>	Interviews will take place in the latter half of June / early July

## About the AHF

Founded in 1976, the AHF is the UK's leading social investor in heritage-led regeneration, putting sustainable heritage at the heart of vibrant local economies. We fund charities and social enterprises across the UK to reuse historic buildings for a variety of new uses, particularly in areas of economic disadvantage. The AHF works across all four nations of the UK offering advice, grants, loans and other forms of social investment to organisations seeking to reuse historic buildings for community benefit.

In the last three years the AHF awarded 645 grants and loans and a total of £23 million in new investment into heritage projects across the UK. We are the UK's leading heritage social investor and the only specialist lender to organisations regenerating historic buildings. This is a unique opportunity to join an ambitious organization that plays a unique and long standing role in place and heritage-led regeneration. As well as funding, we also provide advice and guidance to social enterprises and charities undertaking adaptive reuse projects – this advice is rated incredibly highly, scoring 92/100 in our most recent evaluation report.

### About the role

The Audit & Risk Committee Chair will provide leadership to help ensure that the charity's external and internal (where applicable) audit functions are operating efficiently and effectively, to ensure that the risk management process adopted by the charity enables the identification of key risks as well as the internal controls to mitigate these risks; and the charity maintains adequate and effective financial controls and processes.

For anti-money laundering purposes, we are Financial Conduct Authority registered.

Led by the Audit & Risk Committee Chair, the Audit & Risk Committee (ARC) is a committee of the Board that works closely with the CEO and the Director of Finance, to review the organisation's finances, control processes, and risk management; as well as overseeing the annual audit arrangements.

The ARC Chair is responsible to the Board of Trustees.

### Key responsibilities

The Chair of ARC works with, and provides support and advice to, the CEO, the Director of Finance and Chair of the Board of Trustees, to ensure on behalf of the Trustees that:

- Financial statements comply with legislation and meet required accounting standards, participating as required in meetings with external auditors.
- Appropriate internal financial controls, policies and reporting mechanisms are in place.
- Risk management processes adequately support the identification, monitoring and management of organisational risks.
- Achievable and sustainable financial plans and annual budgets are recommended to the Board.
- Bank deposits are invested in line with the AHF's Investment Policy.
- Trustees are in an informed position to report on the financial health of the AHF.
- Trustees are aware of their governance obligations and act accordingly.

Specific duties include:

- Guide and advise the Board of Trustees in the approval of the annual report and accounts and agreement of an appropriate risk management framework.
- Understand the accounting procedures, key internal controls and risk management in order to assure the Board that the AHF's financial integrity is sound.
- Chair meetings of the Committee, including approving the agenda and the draft minutes of Committee meetings.
- Ensure compliance with the terms of reference and delegation of authority of the Committee.
- Ensure that an update report of each Committee meeting is presented to the Board.
- Ensure that accepted recommendations of any internal audit reports are implemented.
- To meet the external auditor at least once a year.
- Provide support and direction to Committee members to ensure their contribution is relevant and effective.
- Attend Board meetings and the Annual General Meeting.

### **Person specification**

The ARC Chair should have the relevant skills and experience for the role and be suitably financially qualified. Ideal candidates will have:

- A track record of being an effective Chair and strong communicator, with the ability to explain complex issues clearly.
- Experience of audit and risk management frameworks
- Understanding of legal and financial guidelines set out in current legislation, charity law and company law.
- The skills to analyse proposals and examine their wider consequences.
- Good interpersonal skills with the ability to build and foster consensus on issues of standards and process.
- Demonstrate commitment to creating a culture of EDI across the Committee's areas of responsibility and promoting a diverse range of views and perspectives.
- The time required to fulfil the role.
- Candidates will ideally hold a financial or accountancy qualification.
- Recent and relevant experience of charity finance would be desirable.

### **Remuneration and time commitment**

The position is unremunerated. The appointment would be for an initial 3-year term, with the opportunity for renewal (up to a maximum of two further terms).

We estimate the time commitment is around 7-10 days a year. There are currently three ARC meetings per year, each taking 2.5 hours. The Board meets 4 times a year and also has an annual strategy day. Most meetings are in person but some are held on line. The post holder would be required to occasionally meet with the CEO and Finance Director and the auditors and investment managers.

### **Diversity**

In line with our equality and diversity commitments [ahfund.org.uk/impact/commitments-edi/](http://ahfund.org.uk/impact/commitments-edi/), the AHF is particularly interested to receive applications from candidates from diverse backgrounds with the skills and experience we are seeking. You can find more details of the AHF and the impact of our work at: [www.ahfund.org.uk](http://www.ahfund.org.uk).

### **How to apply**

To set up an informal discussion with the CEO, Matthew Mckeague, about the role, please contact: Oliver Brodrick-Ward on 0207 925 0199 or email [oliver.brodrick-ward@ahfund.org.uk](mailto:oliver.brodrick-ward@ahfund.org.uk).

Applications should be submitted via CV (including two references we can contact should you be successful in your application) and a covering letter outlining your suitability for the role to the email address above.

**Closing date: 31<sup>st</sup> May at 5pm.**