



Are you interested in Audit and Risk? Have you thought about the possibility of giving back to further your career objectives in Audit and Risk?

For over 100 years, The Chartered Institute of Marketing (CIM) has supported, represented and developed marketers, teams, leaders and the profession. We're the world's leading professional marketing body with over 28,000 members worldwide. We believe marketing is the critical factor in driving long term organizational performance. Our mission is to create marketing advantage for the benefit of professionals, business and society.

Financial compliance and risk management are an important part of CIM's governance. Overseeing the external audit and advising on risk is conducted by the CIM's Audit and Risk Committee.

CIM is looking for a new member to join its Audit and Risk Committee in a voluntary capacity.

The Audit and Risk Committee is responsible for reviewing and reporting on the system of internal control and the risk register. The committee appoints the external auditors and ensures CIM's accounts and financial statements meet statutory compliance.

As a member of the Audit and Risk Committee you have the opportunity to contribute at a strategic level to the governance of a major professional body.

Are you eligible?

You can apply if you tick all these boxes:

- A qualified accountant and a member of one of the relevant UK accounting bodies.
- Experience in auditing and finance.
- Able to commit to attending up to four meetings a year with additional reading and preparation.

How to apply

Simply send a copy of your CV together with a covering letter, which explains why you are interested in the role and what you could bring to it, to elections@cim.co.uk by midday (GMT) on Monday 1 October 2018.

PLEASE NOTE the telephone interview will take place on Friday 9 November 2018. If you will be unavailable on that date, then please say so in your covering letter.

If you have any further questions, please email elections@cim.co.uk.

Find out more about the role, the Audit & Risk Committee and the process by scrolling down.

Audit and Risk Committee – Volunteer Vacancy

CIM is currently looking to appoint a qualified accountant to its Audit and Risk Committee in a voluntary capacity. Candidates do not need to work within a marketing organisation or environment.

About the role

The Audit and Risk Committee is responsible for overseeing the external audit; advising the Board of Trustees on risk management and internal controls assurance along with the integrity of financial statements. As a member of the Audit and Risk Committee you will:

- Review and report on the systems of internal control and the risk register;
- Review the Statutory Annual Report and Accounts, ensuring that CIM's financial statements meet statutory compliance;
- Oversee the appointment and performance of the external auditors;
- Make recommendations to the Board on other financial audit and risk matters.

As a member of the Audit and Risk Committee you will typically be expected to prepare for and attend up to four committee meetings a year (which are usually held during the day at Moor Hall Cookham), either in person or using technology.

Appointments to the Committee will normally be for a period of up to three years, which may be renewed for one further period of up to three years.

The role is unpaid but reasonable expenses are payable in line with CIM's expense policies.

The Committee comprises of five members which include:

- A qualified accountant
- One member of the Board of Trustees
- Up to three Voting Members.

Why apply for this role?

There are several advantages to serving on this Committee:

- It provides an opportunity for you to further develop your professional knowledge and experience and add to your own cv.
- It gives you an opportunity to contribute at a strategic level to the governance of a major professional body. You will gain experience of providing support to the CIM Board, and finding out more about the governance of the organisation.

CIM will provide support for its Committee members. Following appointment, we will make arrangements for your induction and preparation for the role.

What do we need

Committee members need to be able and willing to devote the necessary time to the role and be able to respect and maintain confidentiality. The specific competencies that we are looking for are:

- Commitment to the work of the Committee;
- Demonstrable experience in general audit or financial management;
- Recent risk management expertise with the ability to assess risks and mitigation mechanisms;
- Experience of examining systems of control and internal audits;
- Understanding of reporting and monitoring processes;

- Very good communication skills with the ability to explain complex issues clearly;
- Critical listening and the ability to ask probing questions and challenge supportively;
- Sound independent judgement;
- Ability to examine evidence and complex documentation and then to identify and evaluate solutions;
- Ability to work well as part of a diverse team;
- Recognised UK accounting qualification (ACCA, CIMA, ICAEW etc.).

It is also desirable that you have:

- Experience of serving on, or working with an Audit and / or Risk Committee;
- Experience of not-for-profits;
- Skills to analyse proposals and examine their wider consequences.

Committee members are expected to agree to CIM's Volunteer Code of Conduct and complete a Declaration of Interests form on an annual basis.

How to apply

Please send a copy of your cv together with a covering letter which explains why you are interested in the role and how you meet the competencies set out above, to elections@cim.co.uk by midday (GMT) on Monday 1 October 2018. If you would like to discuss the role prior to submitting an expression of interest, please contact elections@cim.co.uk.

Following the closing date, candidates will be shortlisted, and telephone interviews will take place on Friday 9 November 2018. If you will be unavailable on that date then please say so in your covering letter.