

Kerry Education and Training Board Committee Vacancies

Audit and Risk Committee

Finance Committee

Guidelines

Background information

Kerry Education and Training Board (Kerry ETB) was established on July 1st 2013 and is the statutory agency based in Kerry for the provision of Primary, Post Primary and Further Education and Training opportunities in County Kerry.

Kerry ETB delivers its Education and Training Programmes from 35 Schools/Centres and over 100 Outreach centres across the county. The ETB has an annual budget of circa €52 million employing over 1,100 staff with approximately 15,000 students/learners annually.

Introduction

Kerry ETB currently is in the process of establishing an Audit and Risk Committee and Finance Committee as per *Section 45* of the *Education and Training Boards Act 2013*. Each Committee will be comprised of Kerry ETB Board Members and External Member (s).

Provision has been made for:

- (1) 4 external appointees to the Audit and Risk Committee
- (2) 3 external appointees to the Finance Committee

Function

Both the Audit and Risk Committee and Finance Committee have specific roles in assisting the Board of Kerry ETB in discharging its functions.

Each Committee must advise the Board in relation to the performance of its functions and ensure that the interests of all stakeholders are fully protected in relation to business & financial reporting and internal controls.

The Code of Practice for the Governance of Education and Training Boards (CL:0002/2019) is included for information. Particular attention should be paid to:

- *Audit and Risk Committee, p. 40*
- *Appendix 11: Template Terms of Reference for Audit and Risk Committee*
- *Finance Committee, p.20*
- *Appendix 2: Audit and Risk Committee*

Also included:

- Kerry Education and Training Board Code of Conduct for Members

All members appointed to the Audit and Risk Committee and Finance Committee will be required to sign the Code of Conduct for Members.

Membership

Members of the Audit and Risk Committee should have experience in and/or knowledge of:

- Finance/Accounting;
- Corporate Governance;
- Risk Management;
- Internal Audit;
- Relevant technical or specialist issues and
- Public Sector Environment.

Members of the Finance Committee should have experience in and/or knowledge of:

- Financial Practices;
- Corporate Governance;
- Risk Management;
- Internal & External Audit and
- Public Sector Environment.

Appointment

Appointments to each Committee will be made by the Board of Kerry ETB.

All members appointed to each Committee will be provided with a formal induction and continuing support and training in relevant matters as appropriate.

Duration of Appointment

The duration of appointment of the Audit and Risk Committee and Finance committee is for the term of the Kerry ETB Board i.e. July 2019 – July 2024 (5 years).

Frequency of Meetings

Each committee should meet at least four times a year and invite outsiders with relevant experience to attend meetings if necessary as per *Section 45(3) of the Education and Training Board Act 2013*.

Conflict of Interest

Members should take personal responsibility to declare any potential conflict of interest arising in relation to any items on the agenda for the Audit and Risk and/or Finance Committee.

Remuneration

For details pertaining to remuneration refer to the Department of Education and Skills guidelines (2015) as attached.

Expression of Interest

Any person wishing to be considered for appointment to the aforementioned Committees must submit an *Expression of Interest form*. Please contact Patricia at ptierney@kerryetb.ie for form.

Closing date for expression of interest is no later than 12 noon Friday 11th October 2019.