



Non-Executive Member

Audit and Risk Committee role

Time Commitment: 6-8 days per annum

Duration: 3 year term

Location: Central London

Remuneration: £5218.00 per annum

Closing date: Monday 27th April 2015, midnight

The Crown Prosecution Service (CPS)

Background:

The Crown Prosecution Service (CPS) is the principal prosecuting authority for England and Wales, acting independently in criminal cases investigated by the police and others.

The CPS is a non-Ministerial Department and consists of: 13 geographical Areas across England and Wales; a CPS Direct charging service; three Casework Divisions (covering Specialist Fraud, Special Crime & Counter Terrorism and Organised Crime); a CPS Proceeds of Crime Service; and a Headquarters. It employs 6000 people, with an annual budget of £550M.

The CPS is committed to delivering a high quality prosecution service while responding to the needs of victims and witnesses of crime. It occupies a focal point in the criminal justice system (CJS) and is leading work with other CJS partners to improve the efficiency and effectiveness of the system as a whole. The organisation has undergone considerable business change in recent years and has set itself a challenging agenda to further develop and improve the service it provides.

CPS Mission

To deliver justice through the independent and effective prosecution of crime, fostering a culture of excellence by supporting and inspiring each other to be the best we can.

Our Values

- We will be independent and fair

We will prosecute independently, without bias and will seek to deliver justice in every case.

- We will be honest and open

We will explain our decisions, set clear standards about the service the public can expect from us and be honest if we make a mistake.

- We will treat everyone with respect

We will respect each other, our colleagues and the public we serve, recognising that there are people behind every case.

- We will behave professionally and strive for excellence

We will work as one team, always seeking new and better ways to deliver the best possible service for the public. We will be efficient and responsible with taxpayers' money.

Additional information on the CPS and its structure can be accessed on the website: www.cps.gov.uk/

Governance:

The Audit and Risk Committee supports the Accounting Officer and Board by reviewing the comprehensiveness and integrity of assurances for the risk, control and governance of the CPS. It reviews and provides advice on the following key areas:

- The systems and processes of internal control and governance, including the Annual Governance Statement.
- The efficacy of risk management across the organisation, reporting to the Board any specific concerns and issues.
- The actions and judgements of management in relation to the annual financial statements.
- Policies and procedures for whistleblowing and anti-fraud and corruption.
- The programme of work and effectiveness of both internal and external audit.
- The adequacy of management response to issues identified by audit activity.

The Committee comprises four members: two Non-Executive Board Directors, one of whom is the Chair; and two non-executive members. All members must operate independently and objectively and have a clear understanding of the organisation, its objectives, business needs, priorities and risk profile.

Role of the Non-Executive Member:

The independent member will contribute to the development of the CPS through:

- Attending Audit and Risk Committee meetings and pre-meetings;
- Providing an external perspective to the Committee;
- Providing independent support, guidance and challenge on matters referred to the Committee;
- Other occasional activity for the purposes of developing an understanding of the operation of the business and its priorities. This includes visits to CPS Areas with the Director of Public Prosecutions (DPP) and attending the annual Senior Management Conference.

Person specification

The successful candidate should demonstrate the following:

- Substantial financial, audit and risk experience at a senior level;
- Ability to operate strategically as an effective member of the Committee and contribute positively to the organisation in a non-executive capacity;
- Strong analytical skills, judgement and decision making;
- Ability to build proactive and collaborative relationships with people across and outside the organisation;
- Good communicator with an enquiring mind and willingness to challenge constructively;
- A strong customer awareness and track record of delivery;
- Evidence of the understanding of the role of audit and achievement in the management of corporate risks;
- An appreciation of the CPS' objectives, priorities and culture;
- No conflict of interest between your business activities and the Non-executive Member role.

The following would also be desirable:

- Knowledge and understanding of public sector accounting;
- Experience of service delivery in a digital environment;
- Experience and/or awareness of managing change programmes.

The CPS welcomes applications from all people across all sectors of our diverse communities and from all backgrounds. We particularly welcome applications from those who are currently under-represented at different levels within the CPS. We are also keen to have one member who has experience in government finance, accounting and reporting, ideally as a Finance Director General or equivalent.

Time commitment:

The length of the appointment will be for an initial period of three years, which can be renewed for up to a further three years. The expected time commitment is approximately 6-8 days per annum. This will include attendance at the Audit and Risk Committee which meets four times a year (although the Chair of the Committee may convene additional meetings by exception) and reading papers in preparation for meetings. Members will also be expected to devote any additional time that may be necessary to the affairs of the Committee, including undertaking a programme of activity to keep them in touch with the organisation's objectives and priorities.

Remuneration:

You will receive a fee of £5218.00 per annum for your appointment. In addition, travel and subsistence expenses will be reimbursed.

Application Process:

- Submission of an application form, CV and Equal Opportunities Monitoring Form to WIG. To upload your documents online, please visit www.wig.co.uk/what-we-do/people-exchange/opportunities
- The closing date for applications is **Monday 27th April 2015, midnight**
- An interview for shortlisted candidates will be held on Monday 18th May 2015.
- The successful candidate is to be appointed by the end of May 2015

Please note that the successful candidate will be required to undertake a Security Clearance by the Defence Vetting Agency in addition to a Criminal Records Bureau (CRB) check.

If you have any questions about this opportunity, please contact Tasneem Aboobaker at WIG on 020 7222 1166 or e-mail nonexecutive@wig.co.uk

Equalities Statement

The CPS is an equal opportunities employer, and its policies, including the need to guard against false assumptions based on an individual's sex or marital status, gender reassignment, sexual orientation, colour, race, religion, ethnic or national origin, work pattern (i.e. part-time working), age or disability, are followed at all stages of the selection procedure.