



Co-opted Non-Executive Director – Audit & Risk Assurance Committee

JOB DESCRIPTION

Job Title:

Co-opted Non-Executive Director – Audit & Risk Assurance Committee (ARAC)

Location:

House of Sport, Upper Malone Road, Belfast (with hybrid attendance options)

Duration:

Up to 3 years, 4 meetings per year

Remuneration:

Voluntary role; expenses reimbursed in line with Sport NI policy.

Responsible to:

Chair of the Sport NI Board (via ARAC Chair)

Organisational Context

Sport Northern Ireland is the lead public body for the development of sport and physical recreation. As an **Arm's-Length Body (ALB) of the Department for Communities**, Sport NI operates within the accountability framework set by the **Management Statement and Financial Memorandum (MSFM)** and is subject to extensive governance, assurance, reporting and oversight requirements.

The Audit & Risk Assurance Committee is a key element of Sport NI's governance and exists to provide assurance to the Board and Accounting Officer on:

- governance and internal control
- risk management
- financial reporting
- audit activity
- compliance with DfC/DoF guidance and public accountability expectations.

The Committee follows the **HM Treasury Audit & Risk Assurance Committee Handbook, DoF ARAC guidance**, and relevant expectations issued by DfC and NIAO.



Purpose of the Role

The Co-opted Non-Executive Director will strengthen ARAC's independence and capacity to scrutinise governance, risk, internal controls, audit activity and financial reporting. The role exists to ensure Sport NI meets and exceeds its obligations to the Department for Communities, taxpayers, and stakeholders.

This role brings external insight, impartial judgement and professional expertise to ensure high-quality assurance and integrity in the stewardship of public funds.

Key Duties & Responsibilities

1. Governance & Accountability

- Provide independent, expert scrutiny of Sport NI's governance and internal control framework.
- Support the Accounting Officer in meeting responsibilities under the MSFM, including stewardship reporting, bi-annual assurance, and compliance with DfC expectations.
- Ensure transparency and effective engagement between Sport NI and DfC.

2. Financial Reporting

- Review the annual accounts and financial statements, assessing the appropriateness of accounting policies, disclosures and judgements.
- Provide challenge to ensure financial reporting is complete, accurate and compliant with DfC/DoF requirements.

3. Audit Oversight

- Review the annual internal audit plan and ensure it is appropriately risk-based.
- Assess internal and external audit findings and ensure timely, effective management responses.
- Monitor the closure of audit recommendations and ensure there is effective follow-through.

4. Risk Management

- Scrutinise the corporate risk register and associated assurance processes.
- Confirm alignment with the DfC Risk Appetite Framework and escalation expectations.



- Ensure risk management processes are embedded, evidence-based and appropriately documented.

5. Committee Effectiveness

- Contribute to the ARAC's annual self-assessment and ongoing improvement.
- Attend meetings fully prepared and participate constructively, providing independent judgement.
- Uphold Sport NI values (Excellence, Integrity, Collaboration, Learning) and the Nolan Principles.