



Department
for Culture,
Media & Sport

Public Appointments

**Board Member & Chair of the Audit and
Risk Assurance Committee**

Charity Commission for England and Wales

[Apply on Public Appointments Website](#)

Closing time and date: Friday 31st October, 4pm



Introduction



CHARITY COMMISSION
FOR ENGLAND AND WALES



The Secretary of State for the Department of Culture, Media and Sport wishes to appoint a new Board member to the Charity Commission for England and Wales. The Board Member will be a registered chartered accountant and will chair the Commission's Audit and Risk Assurance Committee.

The Commission's work is highly varied and engages with people and institutions throughout England and Wales. We would particularly welcome applications from ethnically diverse candidates in order to ensure that the Board seeks to reflect that diversity.

DCMS is committed to eliminating discrimination and advancing equality of opportunity in its public appointments. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes. This ensures that boards of public bodies benefit from a full range of diverse perspectives and are representative of the people they serve.

Introduction to the Charity Commission for England and Wales

The Charity Commission is the independent registrar and regulator of charities in England and Wales. Its role is to register and regulate the charities in England and Wales, and to ensure that the public can support charities with confidence. It regulates over 170,000 registered charities and £102bn of charitable income. A non-Ministerial Department, it is based across four sites, Liverpool, London, Newport and Taunton employing approximately 457 staff and in 2024-25 had a budget of £32.1m.

As registrar, the Commission is responsible for maintaining an accurate and up-to-date register of charities. This includes determining whether organisations are charitable and therefore should be registered. It also removes charities that are no longer considered to be charities, have ceased to exist or do not operate.

As regulator, the Commission has both compliance and enablement functions. It is responsible for investigating and monitoring charities' compliance with charity law and regulation; it takes enforcement action when there is malpractice or misconduct. It also provides online services and guidance to help charities run as effectively as possible, ensuring charities meet their legal requirements, and makes appropriate information about each registered charity widely available.



To find out more about the [Charity Commission for England and Wales on their website.](#)

Key information about the role

Time Commitment: The expected time commitment for Board members is up to 24 days a year.

Most of the Board members' work will be based at the Charity Commission's London or Liverpool Offices but we are keen to attract applicants from different geographical locations and travel expenses to meetings will be reimbursed, in line with Civil Service policies. In addition, the successful candidates will be expected to undertake some travel in connection with the role, for which reasonable expenses will be reimbursed, in line with the Charity Commission's policies.

Remuneration: Board members will receive £350 per day. Reasonable expenses incurred on official Commission business will be reimbursed. No pension is payable for the appointment.

Term of Appointment: The term is for three years.

Board Members are must:

- comply at all times with the [Code of Conduct for Board Members of Public Bodies](#), which includes the [Nolan Principles of Public Life](#)
- observe the highest standards of propriety in fulfilling their responsibilities
- act in good faith and in the best interests of the Charity Commission

About the role

The Board provides leadership for the Commission's business and sets the strategic direction of the organisation. It operates collectively, advising on strategic matters, as well as scrutinising and challenging Commission policy and performance, with a view to the long-term health and success of the organisation.

Charity Commission Board members:

- ensure that the Commission effectively fulfils its statutory objectives, general functions and duties and appropriately exercises its legal powers
- set the strategic direction of the Commission; set and agree overall policy and performance targets
- promote the strategy, values and reputation of the Commission
- approve the Commission's budget and business plans, and set the risk framework and policies within which the Executive operate
- monitor the Executive's performance against agreed plans and targets
- exercise their role through influence and advice, supporting as well as challenging the executive on performance and the effective management of the Commission
- operate in accordance with governance best practice, including understanding and abiding by the Charity Commission Governance Framework
- ensure they have sufficient knowledge and understanding of the Charity Commission's business to carry out their duties
- ensure they are familiar with any applicable guidance on the role of public sector non-executive directors and boards that may be issued from time to time by the Cabinet Office, HM Treasury or wider government

What are we looking for?

Essential Criteria

In this recruitment round we are seeking candidates who are **registered chartered accountants**.

Candidates must also be able to demonstrate the following:

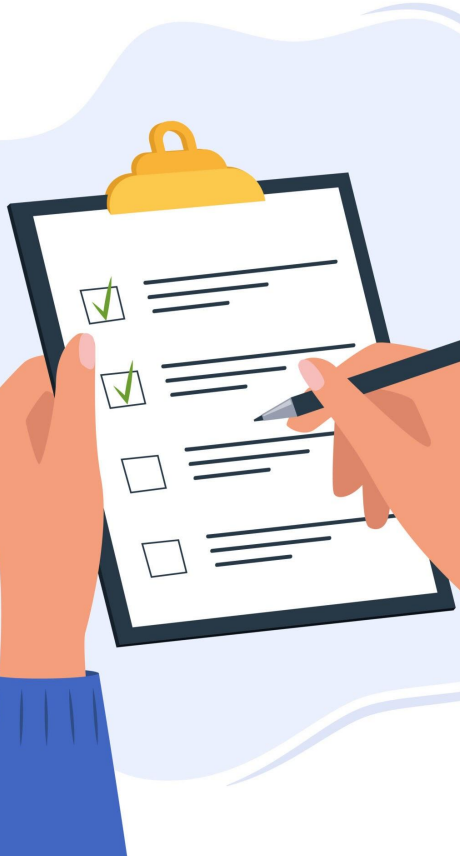
- A commitment to the charity sector.
- An understanding of the Charity Commission's work, including the importance of the effective, independent, proportionate, and impartial regulation of the charity sector.
- Knowledge of charity accounting.
- Strong intellectual and analytical ability, with excellent listening and communication skills.
- Experience in the private, public, and/or not-for-profit sector with a history of operating at board level or equivalent.

Desirable Criteria

- An understanding of governance, in particular in relation to risk management, oversight of finance and management information, experience in dealing with external auditors and public sector accounting.
- Experience in business transformation and/or change management.



How to apply



In order to apply you will need to [create an account](#) or [sign in](#).

Once you are logged into your account, click on 'apply for this role' and follow the on-screen instructions.

To apply, all candidates are required to provide:

- equality information
- information relating to any outside interests or reputational issues
- a Curriculum Vitae (CV)
- a supporting statement
- a short professional biography (150 words)

We will ask you to check and confirm your personal details to ensure your application is accurate.

You will also have the opportunity to make a reasonable adjustment request or apply under the disability confident scheme before you submit your application.

As part of your application, you will be asked to provide equality information including special category data (which may identify your race/ ethnic background or health); you have the choice to opt out from sharing any equality data, by selecting 'prefer not to say'. DCMS will use your data in line with our [privacy policy](#).

Questions?

The full role advert including eligibility criteria is available on the [HMG Public Appointments Website](#)

To discuss the role please contact Sarah Fairhead at sarah.fairhead@charitycommission.gov.uk.

To discuss the appointment process please contact publicappointments@dcms.gov.uk or Emily Nixon at emily.nixon@dcms.gov.uk

Should you encounter any issues with your online application please get in touch with publicappointments@cabinetoffice.gov.uk

