

Information for Persons making an Expression of Interest

Background, Role Description and Person Specification

Background and Introduction: CIT is seeking expressions of interest from experienced and qualified persons to offer their services as a member of the Finance Committee. This is an important specialist, non-executive and voluntary role within arrangements intended to ensure best practice in the financial management and governance of CIT. The target group for appointment would include qualified practitioners (including public servants) and auditors with relevant expertise including those who may be retired, have no conflict of interest and are willing to offer their services on *pro bono* terms.

CIT is an independent statutory body established under the Institutes of Technology Acts 1992 to 2006. The Institute offers courses at various levels up to and including PhD and in a range of disciplines including Art & Design, Business, Engineering, Humanities, Music, Nautical Studies and Science & Technology. The main CIT campus is located in Bishopstown, Cork. The CIT Crawford College of Art and Design and the CIT Cork School of Music are both located at campuses in Cork city centre. The National Maritime College of Ireland (NMCI) is located on the shores of Cork Harbour in Ringaskiddy. Further information on the Institute is available on the website: www.cit.ie

As part of its governance framework, CIT has established a Finance Committee. A copy of the terms of reference for the Committee is attached in Appendix 1. The Finance Committee is appointed by the Governing Body of the Institute.

Qualifications: It is required that the appointee will have an accounting and/or auditing qualification and/or other relevant qualifications.

Experience: It is essential that the appointee will have relevant experience that would demonstrate her/his competency to effectively discharge the role of advising a Finance Committee of a Public Body. The appointee will have a record of achievement in interpretation and/or audit of accounts and in discharging a financial leadership role in either a private or public sector body. Prior experience of public sector financial and accounting systems and frameworks is not an essential requirement but could be an advantage. An appointee will be expected to quickly become familiar with relevant systems and frameworks.

Independence: The member will not have any personal or professional interest or relationship which could conflict with the unbiased discharge of the role. She/he will not be a staff member of CIT. The appointed person is expected to bring an independent eye to the oversight role of the Committee.

Role: The role of the external member will include:

- Attending meetings of the Finance Committee
- Advising the Finance Committee on interpretation of technical documents
- Providing sound judgement on financial-related issues
- Contributing at meetings to ensure achievement of the Terms of Reference of the Committee.

Fee and Expenses

Fee: No fee is payable; the appointment is *pro bono*.

Expenses: Travel and subsistence expenses for attendance at Finance Committee meetings will be paid.

Selection Process, Time Frame and Criteria

The process is informal. Expressions of interest from qualified persons will be sought through informal contacts to various sources including:

- Public Appointments Service;
- Institutes of Accountants/Auditors;
- IPA;
- Other appropriate sources including sources identified by CIT.

Appointment will be made by the Governing Body on the recommendation of the Selection Panel based on the criteria below.

Criteria for Selection: The criteria for selection for appointment are:

- Relevant experience and qualifications, including independence and judgment
- Availability and capacity to meet requirements of the role