



THE FACULTY OFFICE

Member of the Master's Audit Committee

The Faculty Office is currently seeking to appoint two new members to serve on its Audit Committee.

Background

The admission and regulation of Notaries Public in England & Wales is one of the functions of the Faculty Office. The [Master of the Faculties](#) (the judge who presides over the Faculty Office) is the approved regulator of the profession. This jurisdiction regarding the Notarial Profession was confirmed and enhanced by the Courts and Legal Services Act of 1990 and the Legal Services Act 2007. Both confirmed the Master's statutory powers to make Rules for the regulation of the profession.

Role of the Master's Audit Committee

The Master's Audit Committee has been established to provide advice to the Master on the finances, financial control and financial liabilities of the Faculty Office.

Responsibilities

- Provide open, objective and unbiased input into Audit Committee decisions
- Distil complex information to enhance strategic direction, particularly in relation to the managing of risk and the Faculty Office's finances
- Contribute constructively to all deliberations
- A full list of potential responsibilities is outlined at <https://www.facultyoffice.org.uk/governance-manual/appendices/c-tor-the-masters-audit-committee/>

Term of office

Members will serve a term of three years, which may be extended to a second term.

Competencies

Candidates will be able to demonstrate:

- A track record of communicating and operating at a senior level
- Insight and commitment to equality, diversity and inclusion
- Ability to provide substance and support to the chair of the Audit Committee
- An understanding of the operation of a regulatory regime, including monitoring, enforcement and accountability
- A detailed knowledge of finances

- Ability to challenge external auditors and regulators
- Good listening skills
- Understanding “risk” in the context of the Faculty Office
- Responding to whistleblowing
- The ability to making tough decisions
- Professional scepticism

Expenses/Renumeration

The Faculty Office will meet reasonable expenses incurred by a member attending meetings in line with its policy though it is anticipated that most audit committee meetings will take place remotely.

Equal Opportunities and Diversity

The Faculty Office welcomes applications from all sections of the community and from people with a variety of different backgrounds and experience.

Confidentiality

Members of the MAC will from time to time be provided with documents at various stages of development prior to publication. Members will always be asked to keep such drafts confidential, and not disclose any confidential information to an outside person or organisation.

To apply for this role, please submit your CV and covering letter to the Registrar at Faculty.Office@1thesanctuary.com . Please make sure that your CV and covering letter clearly demonstrate how you meet the requirements of the role. Our deadline for applications is 17th June 2022

Interviews are most likely to take place remotely via an online communication platform. Our team will discuss arrangements in due course if you are to be shortlisted.