Candidate pack:

Independent Committee Member

London Diocesan Fund

Audit and Risk Committee

Welcome

Thank you for considering the role of independent member of the Audit and Risk Committee at the Diocese of London. Due to the upcoming departure of two long standing members, we wish to appoint two new people who want the opportunity to contribute to an organisation with real purpose, strong values and a lasting impact on communities across London. The essential skills and attributes are included in the role specification on page six.

The pack tells you more about the governance, context, work and responsibilities of the Committee, the London Diocesan Fund, which is the charitable legal body through which much of the Diocese's work is delivered, and the wider Diocese of London.

It is a very interesting time to join the Committee and the work we do is critical to the good governance of the charity and the delivery of the mission of the Diocese. If you have further questions or wish to arrange an informal conversation with me before making your application this can be arranged via governance@london.anglican.org.

I look forward to receiving your application.

With best wishes

Liz Curran

Chair of the Audit and Risk Committee

Governance, Structure and Management

The Diocese is currently being led by the Acting Bishop of London, the Rt Revd Emma Ineson, during the period of vacancy arising from the translation of the former Bishop of London, Rt Revd and Rt Hon Dame Sarah Mullally DBE, to become Archbishop of Canterbury earlier this year.

The Bishop of London has delegated certain powers to four area bishops, the Bishops of Edmonton, Kensington, Stepney and Willesden, and one Suffragan Bishop, the Bishop of Fulham. The bishops and archdeacons exercise day to day oversight of the Diocese.

The statutory governing body of the Diocese is its Synod, a largely elected body. The Diocese conducts its financial and operational affairs through several corporate bodies. The principal one being the London Diocesan Fund (LDF). The LDF is a company limited by guarantee and registered charity. The Diocesan Bishop’s Council is the standing committee of the Diocesan Synod and the Board of Trustees for the LDF.

The General Secretary acts as Secretary to the Bishop’s Council and is the chief executive of the London Diocesan Fund.

The Bishop’s Council has delegated certain powers to the Audit and Risk Committee.

The Audit and Risk Committee meets four times a year and ensures that:

- The LDF’s financial control, regulatory and statutory reporting are effective
- Their accounts are appropriately audited
- The risks are appropriately identified, assessed and managed
- The incidences of actual or alleged malpractice and fraud are reported, and necessary action taken on them.

Context to the Role

The principal activity of the LDF is to serve and support the parishes and people within the Diocese of London in their mission of proclaiming the Gospel of Jesus Christ.

It does this operationally through the provision of stipend and housing to parish clergy and chaplains and supporting their ministry as well as that of the parishes and other worshipping communities.

Ministry and associated costs, including property, account for the majority of LDF's expenditure. The Diocese of London has a strong balance sheet with assets, largely property, to the value of over £500m.

The LDF's expenditure is financed by the collection of voluntary income from the parishes, termed 'Common Fund', supplemented by grant, rental and investment income. The annual income of the London Diocesan Fund was £47m in the year to 31 December 2025.

The macroeconomic context for all charities continues to be challenging following the Covid-19 pandemic as well as more recent ongoing economic shocks due to volatility caused by geopolitical events. The cost-of-living crisis continues.

As the prime purpose of the LDF is to support the mission and growth of the church in London, it has been important for the LDF to be able to support the clergy and parishes in the Diocese. The LDF has been running an annual operating budget deficit for several years. Due to wise stewardship in the past the LDF is fortunate to have reserves which are being used to fund the deficits in the short term. However, it is important to address and manage the financial risks around this going forwards.

The Audit and Risk Committee, the Senior Management Group and the Archdeacons regularly consider, evaluate and record the major areas of risk to which the LDF is exposed, assessing both the likelihood and impact of those risks crystallising, together with measures to manage and mitigate such risks.

Over the past year the Committee has overseen, on behalf of the trustees, a complete refresh of the Risk Management Framework to improve and strengthen risk management practice and procedure at the charity. The new framework is now being used and over the coming months we will continue to refine and evolve this work in support of effective risk and opportunity management and risk mitigation.

Audit and Risk Committee

Purpose of the Committee

The Audit and Risk Committee supports the Trustees (Diocesan Bishop's Council) by providing independent oversight, scrutiny and assurance regarding the London Diocesan Fund's (LDF's):

- Financial controls and statutory reporting
- Internal control environment
- External and internal audit
- Risk management framework and assurance
- Governance effectiveness
- Compliance and regulatory obligations
- Fraud, whistleblowing and serious incident management
- Technology, cyber security and information governance
- Organisational resilience and business continuity.

All Committee members provide independent judgment, professional expertise and constructive challenge to help ensure that risks are appropriately identified, managed and reported, that governance arrangements are effective, and that trustees receive appropriate assurance regarding the organisation's systems of internal control including financial reporting.

Membership

The Committee comprises at least five and not more than nine members, none of whom shall be LDF employees, being:

a. at least two members, in addition to the Chair, who are trustees of the LDF;

b. at least one member of the LDF's Finance Committee; and

c. at least two independent members who are neither trustees of the LDF nor members of the LDF's Finance Committee.

Audit and Risk Committee member: Role Specification

Knowledge, Skills and Experience

The Committee should collectively possess expertise across the following areas, with each member bringing significant and current experience in one of the areas below:

Essential

One or more of:

- Accountant, auditor or risk professional
- Audit, assurance, risk or governance committee experience
- Technology, cyber or information expertise
- Regulatory, charity, Church of England or public sector experience
- Data protection and information governance
- Organisational resilience and business continuity.

Desirable

- Human resources and organisational development
- Safeguarding governance
- Clergy experience or understanding of parish ministry contexts.

Personal Qualities

Members should demonstrate:

- Integrity and sound judgement
- Independence of thought
- Strategic perspective
- Analytical and critical thinking skills
- Courage to ask difficult questions respectfully
- Attention to detail
- Ability to understand complex information
- Commitment to self-reflection, accountability and continuous improvement
- Ability to work collaboratively while providing effective challenge
- Respect for the values and mission of the Church of England and the organisation (the LDF)
- Confidentiality and discretion where appropriate.

Time Commitment

Typically:

- There are four in-person committee meetings per year (2.5 hours each) on weekday afternoons at our offices in Causton Street, London
- Preparation and reading of papers prior to meetings
- A biennial appraisal with the Chair.

Expected total time commitment (including preparation for meetings): approximately 4-5 days per year.

Eligibility

Members will normally:

- Have no material conflicts of interest that would undermine their independence
- Be empathetic to the mission and values of the Church of England
- Undertake any required induction and ongoing development.

This role is an opportunity to contribute independent expertise and oversight to help safeguard the charity's resources, reputation and mission while supporting effective governance and long-term organisational resilience.

Members are appointed for a three-year term and may be invited to serve for two additional terms (i.e. to a maximum of nine years).

How to apply

Applications

To apply for this role please email a copy of your CV and personal statement of no more than 1,000 words along with the contact details for two referees (who will only be contacted if you are called for interview) to Lizzy Millar governance@london.anglican.org no later than **midnight Sunday 11 October 2026**.

The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and wider workforce, and we particularly encourage applications from those with the relevant skills and experience that will increase this representation.

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria. Information provided will be viewed by the interview panel. If after three weeks from the closing date you have not heard from us, please assume that you have not been shortlisted on this occasion. A copy of our privacy policy for applicants can be downloaded from our website https://www.london.anglican.org/kb/data-protection/

Interviews

Interviews will take place in person on 2 and/or 5 November 2026 at London Diocesan House, 36 Causton Street, Pimlico, London, SW1P 4AU.

Further Information

Trustees Report and Financial Statements for the year ended 31 December 2025.

Forward Planning – Dates of Meetings 2027

- 19 April
- 15 June
- 14 September
- 14 December

Meetings start at 1pm and take place in person at our offices in Causton Street, London.

Queries

Please address any questions to Lizzy Miller (Governance@london.anglican.org).

DIOCESAN AUDIT AND RISK COMMITTEE

TERMS OF REFERENCE

Approved by the Diocesan Bishop's Council at its meeting on 5 May 2026

Framework

1. The 'Audit and Risk Committee' (referred to later in these terms of reference as 'ARC'), previously known as the 'Audit Committee', is a committee of the Council of the LDF ('Bishop's Council).
2. The objects for which the LDF was established are detailed in the LDF's Memorandum and Articles of Association.
3. The Standing Orders of the Diocesan Synod state that 'The London Diocesan Fund shall be the financial authority of the Synod, and responsible for the custody and management of the Synod's funds, and for advising the Synod on financial matters.'

Purpose

4. It shall be the purpose of the ARC to advise and make recommendations which seek to ensure that the LDF's financial control and regulatory and statutory reporting are effective, that their accounts are appropriately audited; that risks are appropriately identified, assessed and managed; and that incidences of actual or alleged malpractice and fraud are reported, and necessary action taken on them.

   The ARC is a Committee of the LDF, but events occur within the diocese which warrant the Committee's consideration. E.g., safeguarding, communications, etc.

Membership

5. The members of the ARC, including its Chair, shall be appointed by the Bishop's Council for a term of three years, which shall be counted from the date of appointment. In making appointments the Bishop's Council shall have regard to the needs of the Committee in serving the LDF, taking account of such factors as knowledge and skills, continuity, and diversity.

   Members can be invited to serve for two additional terms (i.e. to a maximum of nine years). All to take effect from the triennium which commenced in 2016.
6. In filling any casual vacancy in the membership of the ARC, the term of office of any member so appointed shall expire at the same time as the term of other members appointed in accordance with paragraph 5 above.

7. The Chair of the ARC shall be a Director of the LDF not being a member of its Finance Committee.
8. The ARC shall comprise at least five and not more than nine members, none of whom shall be LDF employees, being:
    d. at least two members, in addition to the Chair, who are Directors of the LDF;
    e. at least one member of the LDF's Finance Committee; and
    f. at least two members who are neither Directors of the LDF nor members of the LDF's Finance Committee.
9. Members of the LDF's Finance Committee shall be in a minority of the membership of the ARC.
10. Each member of the ARC shall, on taking up the appointment, register his or her interests with the ARC's Secretary.

Meetings

11. The ARC shall meet at least twice in each calendar year.
12. The ARC shall have the power to establish subcommittees or short-term working groups to carry out particular tasks or projects with delegated authority from the ARC. In case of special need, after consultation with the General Secretary, the Chair may obtain the consent of the ARC by email to set up such a short-term working group.
13. The quorum of the ARC shall be three members, of whom at least one shall be Directors of the LDF.
14. The General Secretary, in consultation with the Chair, shall ensure that the ARC is provided with the necessary secretarial support and, that the relevant staff are in attendance at meetings.
15. The LDF's external auditors may, at the Chair's discretion, be in attendance for all or part of any meeting of the ARC.
16. A private session of the ARC shall be held with the external auditors normally at least once per year.
17. The members of the ARC shall declare any conflict of interest at the beginning of each of its meetings.
18. The ARC shall submit the minutes and recommendations from each of its meetings to a subsequent meeting of the Bishop's Council.
19. The ARC shall review its effectiveness annually.
20. The ARC shall review its terms of reference at least annually, and recommend to the Bishop's Council that it should either amend them or not.

Functions

21. The ARC shall have these functions:

    a. to review the LDF’s external auditors (‘auditors’) at least every five years, which may include the option to tender, and competitive tendering at least every ten years;

    b. after a review or competitive tendering, to make a recommendation to the Bishop’s Council on the appointment of the LDF’s auditors;

    c. to review the approach for awarding any non-audit work to the auditors;

    d. to review the auditors’ performance annually;

    e. to consider annually, with a view to approving, the external audit plan;

    f. to consider annually, with a view to approving, any internal audit strategy, proposed by the LDF’s Executive;

    g. to approve the auditors’ letter of engagement whenever it changes;

    h. to review annually the auditors’ management letter(s) and the adequacy of the LDF’s Executive’s response;

    i. to recommend annually the trustees’ letter of representation;

    j. to review the LDF’s draft annual report and accounts, including the auditors’ draft report prior to commending and submitting them to the Bishop’s Council;

    k. to review, in consultation with the General Secretary, the need for internal audit, taking into account the degree of risk and the cost involved, and to make appropriate recommendations;

    l. to receive any internal audit reports and to review their recommendations and the response of the LDF’s Executive;

    m. to review the provision and effectiveness of internal controls, having regard to the auditors’ review of our internal controls, management of risk, the response to any alleged irregularities, the degree of risk, and the cost involved;

    n. as part of the annual review of risks, using the Risk Register, to review systematically the effectiveness of mechanisms operated by the LDF’s Executive for identifying, assessing and managing risks to the LDF, and in particular to consider the current status of strategic. risks, including where necessary calling for and reviewing full reports from the responsible officers;

    o. to receive and scrutinise a summary report from officers on the insurance arrangements of the LDF with particular regard to effectiveness and management of risk;

    p. to receive annually a current list of all significant policies of the LDF, including those recommended by the Charity Commission, to consider whether further policies are required, and to ensure that all such policies are subject to regular review. Should there be evidence that a policy is not operating effectively, ARC would take appropriate action.

q. to review systematically reports from the General Secretary and/or other members of the Diocesan Executive to enable the ARC to satisfy itself that there is proper regard to statutory and other obligations in relation to matters appearing in the Risk Register.

   Save that nothing in these terms of reference shall be construed as overriding the responsibilities of the Diocesan Bishop and the Diocesan Safeguarding Adviser under Canon C30 and associated Safeguarding Policies promulgated by the House of Bishops;

r. as the sponsoring committee, to keep the whistleblowing policy under review, to receive reports on and review incidents of its use, and to satisfy itself that necessary follow up action has been taken;

s. to receive and consider serious incident reports, and reports of attempted, actual or alleged fraud, theft or dishonest dealing;

t. to receive and consider reports of any significant breach of any policy and any consequential remedy;

u. to give regular consideration to the charity's effectiveness, including its application of the Charity Governance Code.

v. to be available for consultation by any Director of the LDF, the General Secretary, and the auditors, as necessary.

About the Diocese of London

Our 2030 vision is ‘for every Londoner to encounter the love of God in Christ’.

Serving 4.2 million residents, London is the most populous Church of England diocese. The Diocese comprises five Episcopal Areas, four of which have larger populations than many other dioceses. While the residential population of the Two Cities Area is lower than other parts of the Diocese, the major economic hubs of The City and Westminster within it mean the working population is significantly larger due to daily inflows from the wider London area. 1.5 million people worked in these two hubs alone in 2024. Furthermore, London annually welcomes around 30 million visitors.

London is also the most ethnically diverse region in England, with 49% of the Diocese’s population being of global majority heritage compared to 14% for England.

The Diocese of London includes parishes, schools, chaplaincies and missional communities.

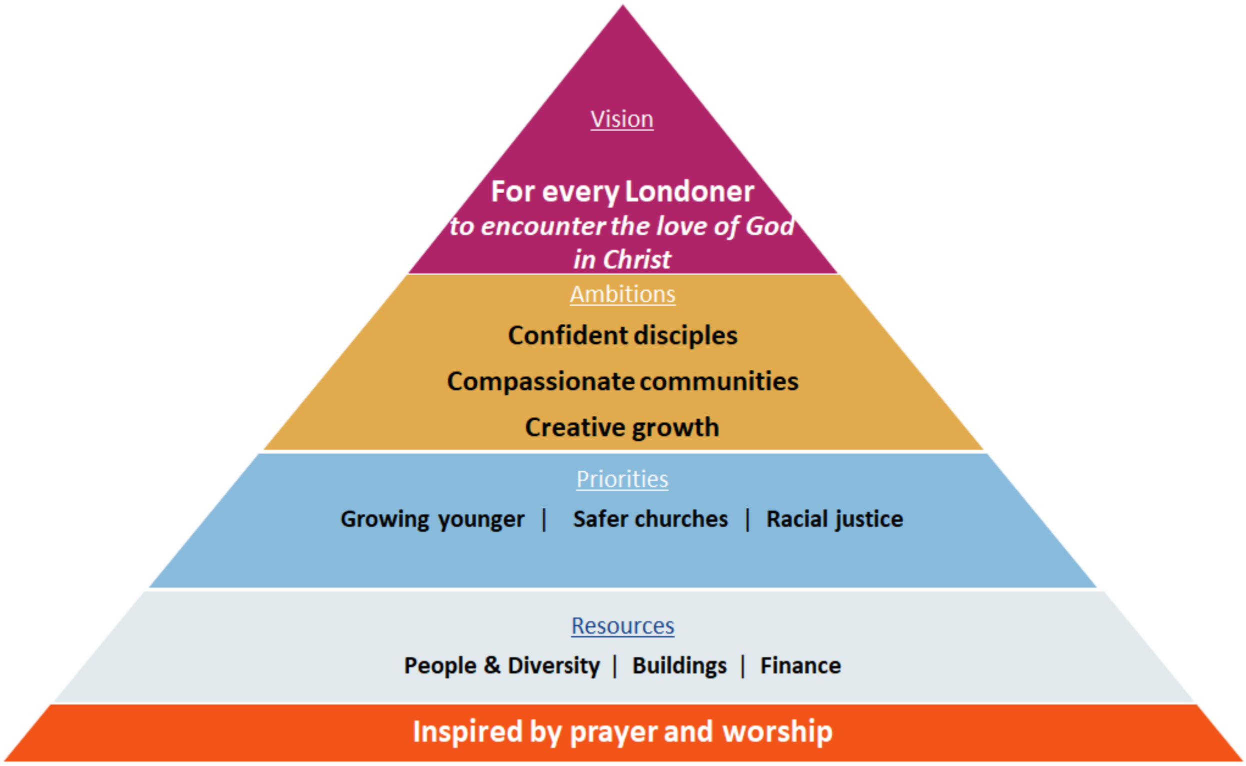
Our 403 parish churches and 29 Bishop’s Mission Orders give us a rooted local presence in every neighbourhood. Within our diocesan structure of Areas, deaneries, parishes and church plants, our worshipping communities are as varied as London’s communities, enabling mission and pastoral care that can be attentive to the distinctive character, cultures, and needs of the city’s people. London also has a breadth of church traditions, which collectively can reach and disciple existing church communities, those coming newly to faith, or returning to the faith, and are able to resource churches beyond London.

We have created our 2030 Vision and strategy for every Londoner to ‘encounter the love of God in Christ’. https://www.london.anglican.org/our-2030-vision/

About the London Diocesan Fund

The London Diocesan Fund exists to support and serve the churches in the Diocese of London.

We have created our 2030 Vision and strategy for every Londoner to 'encounter the love of God in Christ'. https://www.london.anglican.org/our-2030-vision/



The London Diocesan Fund (LDF) is a registered charity and a company limited by guarantee. The Board of Trustees is the Diocesan Bishop's Council. There are three committees to the Board – the Finance Committee, Audit and Risk Committee and HR Committee. The trustees are also supported by the Diocesan Safeguarding Advisory Panel.