

## Chair of Finance Risk and Audit Committee

### Overview

The Finance, Risk and Audit Committee (FRAC) Chair is a key member of the Speech New Zealand's (Speech NZ) Board of Trustees. They will assist the Executive Manager in overseeing the financial affairs of Speech NZ, in accordance with our mission and policies. The FRAC Chair ensures transparency, accuracy, and integrity of financial reporting and assists the Board in financial planning and risk management.

### About Speech New Zealand

Speech New Zealand is a charity on a mission to build confident communicators through excellent, equitable and empowering oral communication training.

We design responsive and agile syllabi, resources, training and qualifications for teachers, students, schools, professionals, workplaces and communities across Aotearoa New Zealand.

Seventy-five percent of people have a fear of public speaking. Our training develops techniques and tools to overcome this fear, improving a person's social interactions, employment opportunities and confidence to advocate for themselves and their communities.

With over 60 years of experience and expertise, we understand the value in finding one's voice and **helping our nation to communicate**.

### Our Values

#### **Inclusion**

An accessible, inclusive and safe environment to find your voice and advocate for you and your community

#### **Growth**

To support and empower ambition, creativity, mastery and achievement

#### **Integrity**

We show respect, kindness, empathy and trust

#### **Collaboration**

We work with communities and partners to create accessible, responsive and innovative opportunities

### About the Role

#### Key Responsibilities

##### **Financial**

- Monitor the financial health of Speech NZ, including reviewing financial statements, budget reports, and cash flow;
- Alongside the Executive Manager, ensures proper financial controls and procedures are in place;
- Ensure financial reports presented to the Board at each meeting are accurate and done so in a timely manner; and
- Work with the Executive Manager to develop and monitor the annual budget;

### Audit

- Oversee the appointment, reappointment, and review of the performance of external auditors;
- Review and approve the annual audit plan, ensure key risks and areas of concern are addressed;
- Review audit findings and management responses and ensure timely follow-up on audit recommendations;
- Ensure compliance with charitable reporting requirements, including filing the annual Charities Registration and Taxation returns; and
- Oversee, alongside the Executive Manager, the preparation of annual financial statements in compliance with New Zealand accounting standards and legislation.

### Risk Management

- Ensure a robust risk management framework is in place and regularly reviewed;
- Oversee identification, assessment and mitigation of key risks;
- Monitor the effectiveness of internal controls and encourage a culture of risk awareness and accountability; and
- Regularly review the risk register and ensure it is updated and acted upon appropriately.

### Governance and Strategy

- Act as a sounding board and advisor to the board and executive team on financial and risk matters;
- Report regularly to the board of trustees, highlighting issues, risks, and recommendations;
- Ensure committee actions and decisions are aligned with Speech NZ's mission and values;
- Stay informed about developments in charity finance, governance, and regulatory environments; and
- Advise the Board on the financial implications of policies and plans.

### Leadership and Committee Management

- Set the agenda for FRAC meetings in consultation with senior management and other trustees;
- Chair meetings effectively, ensuring balanced participation, clear decision-making, and appropriate documentation of minutes and actions;
- Ensure the committee has the right skills and knowledge, and support training or development needs; and
- Facilitate clear communication between the committee, the board, and senior staff.

### Skills and Qualifications

- Experience in financial management, accounting, or administration;
- Familiarity with New Zealand's legal and financial reporting requirements for charities;
- Strong attention to detail and ethical standards; and
- Ability to interpret financial data and communicate clearly.

### Time Commitment

- Attending quarterly online Board meetings, annual general meeting and one online annual strategy day;
- Quarterly Finance, Risk and Audit Committee meetings; and
- Additional meetings or tasks related to financial review or compliance, as needed.

This role offers the opportunity to contribute to the governance and sustainability of Speech NZ, while applying financial expertise in a meaningful way that helps the organisation to make a difference to the communities we serve.

### Location

The position can be based anywhere throughout New Zealand.

### Remuneration

This role is a voluntary unpaid position.

### Applications

Applicants must have New Zealand residency.

Please send your Curriculum Vitae and Cover Letter through to the Chair Pauline Prendergast [pauline.michael2017@outlook.com](mailto:pauline.michael2017@outlook.com) by **Sunday 17<sup>th</sup> August 2025**.