

**Job Title:** **Member, Audit and Risk Committee**

**Location:** London

## About Us

We are the Royal College of Pharmacy, the professional leadership body for pharmacists and pharmaceutical scientists.

As the third largest workforce in healthcare, pharmacy plays a vital role in the health system, and as experts in medicines, pharmacists and their teams are central to patient care and public health. Our mission is to put pharmacy at the forefront of patient care, advancing the safe and effective use of medicines to the benefit of patients and the public.

We drive excellence in practice by providing expert leadership and support to our members and the wider pharmacy community, developing professional standards and guidance, advancing pharmacy through policy development and advocacy and supporting professional development and patient safety through assurance, credentialing and learning resources.

We champion pharmacy across Great Britain and internationally, with a vision to be the world leader in the safe and effective use of medicines.

## Our Governance and Leadership

The Royal College of Pharmacy is a charitable body incorporated under Royal Charter (*A charity registered in England and Wales (1217916), and Scotland (applied for)*). We exist to advance the safe and effective use of medicines, drive excellence in patient care and support pharmacists to deliver the highest standard of practice.

Our structure brings together professional leadership, national insight and organisational expertise to ensure pharmacy remains at the forefront of patient care. Through collaboration across our Board of Trustees, Senate, councils and advisory groups, along with our Executive team and directors, we influence policy, develop standards and support excellence across pharmacy.

Pharmaceutical Press, the knowledge business and wholly owned subsidiary of the Royal College of Pharmacy, shares a foundational commitment with the College to advance the safe and effective use of medicines, ensuring health professionals globally have quick and easy access to independent, evidence-based pharmaceutical knowledge.

Pharmaceutical Press Ltd. returns its profits to the royal college to support the College’s charitable objectives.

### **Our values, culture and inclusion**

Our culture is grounded in professionalism, integrity and public service. We are committed to equity, diversity and inclusion, recognising that diverse perspectives strengthen leadership and decision-making.

Through this, we actively work to create a culture of belonging and inclusive leadership, ensuring our people feel valued, supported and able to contribute fully to the future of pharmacy.

### **The Role Profile**

The Royal College of Pharmacy’s Audit & Risk Committee (ARC) is a sub-committee of the College’s Board of Trustees, established to provide independent oversight of risk management, internal controls, and audit processes.

While the day-to-day management of operational and financial risks is delegated to the College executive, the ARC supports the Board of Trustees to ensure that the College maintains robust systems of internal control, complies with legal and regulatory requirements, and appropriately manages strategic and operational risks.

The ARC forms one of several formal committees supporting the Board of Trustees, alongside:

- The Finance & Investment Committee (“FIC”)
- The Remuneration Committee (“RemCom”)

The Committee meets four times per year.

### **Role Details**

Tenure	The trustee is appointed by the appointments committee for a three-year term. Their terms may be extended by up to two terms with the approval of the Board of Trustees.
Commitments	The estimated time commitment is 1.5 days per quarter. This includes attendance in person or by Teams at four meetings annually, plus reading and preparation time.



Location	UK based, with office locations in London, Cardiff and Edinburgh. There will be a mix of onsite and remote meetings.
Remuneration and expenses	The role is not remunerated but reimbursement of expenses incurred while undertaking College business, such as travel, can be claimed in accordance with the Expenses Policy and applicable charity regulation guidance
Support for the role	Training and support will be provided to support appointed members to successfully and effectively fulfil the role.

### **The Role of an Audit & Risk Committee Member**

- Advise the Trustees on the appointment and management of external financial auditors
- Propose the remit for the audit for approval by the Trustees
- Review, with the auditors, the outcome of the financial audit and any management response – and report to the Trustees
- Assist the Trustees in ensuring the College's policies and procedures for ensuring legal compliance in all areas are implemented
- Advise the Trustees on the appointment and management of internal auditors or compliance management
- Review the risk register and assess the scope and effectiveness of the systems designed to identify, assess, manage and monitor significant risks and report to the Trustees.
- Assist the Trustees in managing compliance by monitoring and reporting on the detail of internal controls
- Contribute to the development and implementation of best practice in governance and accountability
- Engage proactively with senior staff to understand risk exposure and mitigation strategies
- Promote a culture of openness, transparency, and constructive challenge



**Person Specification:**

<b><i>Experience or Knowledge of</i></b>	<b><i>Essential (E) /Desirable (D)</i></b>
Senior management or director-level experience, ideally as a finance director, company secretary, director of governance, or chief executive	<b>E</b>
Risk management and mitigation, including experience in complex organisational environments	<b>E</b>
Understanding the distinct role of trustees and operational/executive functions	<b>E</b>
Working collaboratively with Boards and Executive Leadership Teams	<b>E</b>
EDI: Commitment to and knowledge of Equality, Diversity and Inclusion best practice	<b>E</b>
Financial oversight and numeracy	<b>E</b>
Not-for-profit, charity, or membership sector	<b>D</b>
Commercial awareness and strategic perspective	<b>D</b>

<b><i>Knowledge/ good understanding of:</i></b>	<b><i>Essential (E) /Desirable (D)</i></b>
Charity or not-for-profit governance	<b>E</b>
Risk oversight and compliance monitoring	<b>E</b>
Financial oversight and performance monitoring	<b>E</b>
Understanding of Organisational Health & Safety obligations	<b>D</b>
Risk management and compliance	<b>E</b>
Good communications skills	<b>E</b>

How to apply:

To apply, please send a CV or Profile and a supporting statement via the link on our website. We are committed to making the application process inclusive.

1. Briefly describe how your skills, experience and personal qualities make you a good candidate for this role. Refer to the role description and person specification for inspiration. (800-word limit)
2. Your specific areas of expertise that will be beneficial to our board of trustees

Each candidate will be shortlisted based on merit, and interview and appointment selection will be strictly based on the agreed selection criteria. The Equality Act 2010 permits reasonable adjustments that may give preferential treatment to an individual with a disability.



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**Timeline**

Closing date: 19/7/26

Panel Interview: 30/7/26 and 7/8/26

Date Job Description Agreed: April 26