



An Rialálaí Agraibhia
Agri-Food Regulator

Appointment of external member to the Audit and Risk Committee

Information Booklet

1. About the Office of the Agri-Food Regulator

An Rialálaí Agraibhia (Agri-Food Regulator) (Regulator) is an independent statutory authority established to promote fairness and transparency in the agri-food supply chain. The Regulator's primary role is to oversee business-to-business relationships within the supply chain, ensuring that farmers, fishers, and small food businesses are protected from unfair trading practices.

It was formally established on 13th December 2023 under the Agricultural and Food Supply Chain Act 2023.

The Regulator is governed by an 8-member-Board, appointed by the Minister for Agriculture, Food and the Marine. In line with the [*Code of Practice for the Governance of State Bodies*](#), the Regulator has established an Audit and Risk Committee.

To support its ongoing commitment to strong governance and financial oversight, the Regulator is now inviting Expressions of Interest from suitably qualified individuals to join its Audit and Risk Committee as an independent external member.

2. About the Audit and Risk Committee

The role of the Audit and Risk Committee is to provide an independent appraisal structure within the Agri-Food Regulator to measure and evaluate the effectiveness and efficiency of its risks, governance and internal control procedures and its financial reporting framework.

In line with the [*Code of Practice for the Governance of State Bodies*](#), the Audit and Risk Committee of the Regulator should consist of at least two, but no more than six, non-executive members of the Regulator, as well as members drawn from outside of the Regulator.

External Committee members are appointed by the Regulator for a period of three years and will be eligible for reappointment for a further term. No member will ordinarily serve more than two consecutive terms.

3. Responsibility of Audit and Risk Committee Members

The Audit and Risk Committee advises the Regulator on:

- The strategic processes for risk, internal control and governance;
- The accounting policies, the annual financial statements (including the process for review of the financial statements prior to submission for audit) and management's letter of representation to the external auditors;
- The planned activity and results of both internal and external audit;
- Adequacy of management response to issues identified by audit activity, including external audit's management letter of representation;
- Assurances relating to the management of risk and corporate governance requirements for the Regulator;
- The adequacy and the effectiveness of the system of internal controls;
- Anti-fraud policies, protected disclosure processes, and arrangements for special investigations.

The Audit and Risk Committee will also periodically review its own effectiveness and report the results of that review to the Regulator.

4. Competencies Required

The Audit and Risk Committee seeks to ensure its members have an appropriate range of expertise in order that the Committee can collectively perform its functions to the required standard.

We are seeking an independent external member who demonstrates some or all of the following experience and competencies:

- Prior experience serving on, or chairing, an Audit and Risk Committee of a State Body
- A sound understanding of the *Code of Practice for the Governance of State Bodies* and its associated requirements
- Professional experience in accounting and/or auditing
- Expertise in risk management and corporate governance

In addition, the successful candidate should be able to:

- Demonstrate an understanding of the role and functions of the Agri-Food Regulator
- Demonstrate proficiency in basic IT tools and systems

5. Time Commitment

The Committee generally meets remotely before each Board meeting which currently is approximately eight times a year, with the authority to convene additional meetings as circumstances require. It is considered that for each meeting, between preparation and meeting attendance, a commitment of at least two hours should be anticipated.

The Board of the Regulator may ask the Audit and Risk Committee to convene further meetings to discuss particular issues on which they seek the Committee's advice.

6. Fees and Expenses

External members of the Committee will be paid an attendance fee of €250 for each meeting they attend. Please note that the Regulator complies with the [One Person One Salary](#) Directive and Committee members who are public or civil servants will not be paid an attendance fee.

Committee members may also claim for reasonable travel and subsistence expenses incurred when attending in-person meetings, in line with the Regulator's Travel and Subsistence Policy.

7. Submitting your Expression of Interest

If you are interested in applying for membership of the Regulator's Audit and Risk Committee, please submit your CV—demonstrating the required experience and competencies—to hr@agrifoodregulator.ie.

Submissions must be received by **5:00 p.m. on 31st July 2025**.

There is currently one vacancy on the Committee.

All appointments are subject to the approval of the Regulator.

All applicants will be contacted following the review of submissions, regardless of the outcome.

8. Data Protection

The Regulator will process any personal information provided with your application in accordance with Data Protection legislation. The information will be kept for no longer than is necessary for its purpose, and it shall be kept in a manner that ensures appropriate security of the information, including the unauthorised or unlawful processing of it.

9. Useful Links

Additional information about the Regulator may be found on our website,
<https://www.agrifoodregulator.ie/>.