

## Australian Physiotherapy Association

### Audit and Risk Committee

#### Independent Member

##### *About the position*

The Australian Physiotherapy Association (APA) is inviting applications from independent (non-member), suitably qualified candidates for the APA Audit and Risk committee (ARC).

The Committee's purpose is to support the Board in fulfilling its responsibilities related to internal control, risk management, financial reporting, audits (internal and external), insurance, and legal compliance. A key role of the Audit and Risk Committee is to support and advise the Board regarding the quality and reliability of financial information used by the Board.

A copy of the Position Description is attached.

The term of the appointment is for two years. There is the possibility that this term can be extended for two further terms (6 years in total).

The APA welcomes applications from all over Australia.

##### *Remuneration*

The Independent Member will receive an annual honorarium of \$4,618. This is indexed each year.

##### *Commitment*

The committee has 5 x 2.5 hour teleconferences per year and 1 in-person meeting usually held in Melbourne for a duration of 5 hours. These meetings are conducted during business hours. Flights, accommodation and meals are provided for the face to face meeting.

Additional meetings and commitment may be required as determined by the Chair in accordance with the agreed work plan.

##### *Selection criteria*

In your application please include:

- A short CV (maximum 2 A4 pages)
- A statement (maximum 1 A4 page) outlining why you would like to be involved in the ARC and the range of skills/expertise you would bring to the Committee.

Forward completed nominations with contact details to the APA at [recruitment@australian.physio](mailto:recruitment@australian.physio) by Tuesday 27 May 2025.

*Further information*

For further information please contact the Company Secretary, Melanie Sherrin, on 0412 219 018 or via email at [melanie.sherrin@australian.physio](mailto:melanie.sherrin@australian.physio)

## Position Description

Position title:	Independent Member - Audit and Risk Committee (ARC)
Business Unit:	Board
Reports to:	ARC Chair
Date approved:	May 2025

### About us

The Australian Physiotherapy Association (APA) is the peak body representing the interests of all physiotherapists in Australia. It does so by advocating for access to quality physiotherapy services, providing leadership in the wider health landscape, creating lifelong information and learning opportunities for its 33,900 members, and promoting the value of physiotherapy to the community.

APA is committed to building a stronger profession by supporting the capacity of all members in their professional practice. The APA is committed to growing its representation of members within the Association and supporting its state branches to deliver exceptional support to state-based members.

APA is a company limited by guarantee. It is governed by a Board of Directors elected by representatives of all stakeholder groups within the Association, and two independent (Non-Member) directors.

### Our Values

APA is proud of its culture which is underpinned by the following values for its employees & its board and committees: accountability, collaboration, courage, excellence and respect. APA is proud to be an Employer of Choice, Winner of the 2022 Association of the year award & has a great working culture that is under pinned by our values.

APA is committed to the principles of diversity, equity and inclusion and actively guards against unfair discrimination on any grounds.

## About the role

The Committee's purpose is to support the Board in fulfilling its responsibilities related to internal control, risk management, financial reporting, audits (internal and external), insurance, and legal compliance. A key role of the Audit and Risk Committee is to support and advise the Board regarding the quality and reliability of financial information used by the Board.

## Key Responsibilities

### *Independent Thinking*

- Exercise sound judgment to ensure the APA operates ethically, effectively, prudently, proactively, and consistently in fulfilling its purpose.

### *Key Areas of Oversight*

- Oversee and monitor the APA's risk management framework, ensuring compliance with laws, regulations, ethical standards, and in alignment with the Board's Risk Appetite.
- Oversee and consider all major financial and non-financial risks.
- Review and provide guidance on the APA's annual operating and capital budgets, and the annual audited financial statements.
- Oversee and monitor the annual external audit and pro-actively monitor all audit findings.
- Oversee the internal audit function, ensuring value for APA members, and monitor the audit findings.
- Oversee and monitor the implementation of strong governance policies and processes related to audit, finance, and risk management.
- Monitor and advise on emerging issues and trends affecting the APA, such as ESG reporting, cybersecurity, and privacy requirements.

### *Governance*

- Actively participate in committee performance evaluations.
- Engage constructively in discussions, ask insightful questions, and challenge assumptions where necessary.
- Stay informed on key professional issues impacting APA members and their relevance to Audit and Risk Committee matters.

## Desirable Qualifications, Experience and Attributes

- Previous experience on an Audit and Risk Committee.
- Strong understanding of corporate governance principles.
- Completion of the Australian Institute of Company Directors Course and hold the post nominals of GAICD or FAICD.
- Professional qualification in risk management, law, finance or accounting.
- Extensive experience in financial reporting, corporate finance, and financial analysis.
- Experience in audit, treasury management, or investment management is highly regarded.
- Commercial acumen and a strategic mindset, particularly in member-based or not-for-profit organisations.
- Experience as a senior executive or CEO in a large organisation is an advantage.
- Capability to reflect on own actions and encourage others to do the same, for the purposes of improving committee process.
- Ability to actively contribute to discussions, offer constructive feedback, listen respectfully, and challenge assumptions when necessary.
- Strong business instincts with the ability to quickly identify core issues.

The APA is a safe and inclusive workplace which values diversity of background, experience, and perspective amongst our team members. We welcome all applicants and commit to a fair and equitable recruitment process for all.

The APA honours the richness and importance of Aboriginal and Torres Strait Islander cultures around Australia. We respect the thousands of years of custodianship of the lands on which we work, and we recognise the unique and valuable contribution Aboriginal and Torres Strait Islander team members make to our workplace.

We actively encourage applications from Aboriginal and Torres Strait Islander people.

All candidates must have full Australian Working Rights.