



SEAI Audit & Risk Committee (ARC) – External Member

Reference: 2026/ARC.01

Candidate
Information
Booklet

About Us

SEAI is Ireland's national energy authority with a mission is to be at the heart of delivering Ireland's energy revolution. We drive the reduction and replacement of fossil fuel usage. We are a knowledge led organisation. We partner with citizens, communities, businesses and Government. We are trusted collaborators, innovators, funders and educators.

We are committed to enhancing our customers' experience, ensuring we understand our customers and deliver best-in-class services that meet their needs and expectations. We aim to deliver an easy, excellent and accessible customer experience and place our customers at the heart of everything we do.

Our role is to transform the way we all use energy by moving to more efficient and clean sources, and by leading innovation in Ireland's approach to energy. If you are interested in working in an organisation that has a real and measurable impact on tackling our climate challenges, then consider a career with SEAI. To find out more about us as an organisation, click [here](#).

Our culture in SEAI is defined by our values. These values define the way in which we strive to behave and act. SEAI's values include being **Passionate, Innovative, Courageous, Collaborative**, respecting the **Trust** you placed in us and recognising the importance of technical **Expertise**.

SEAI invites expressions of interest from suitably qualified candidates for the SEAI Audit & Risk Committee (ARC). Full details and how to apply for membership of the SEAI's ARC are set out in this booklet.

Throughout SEAI, we believe in being welcoming, diverse and inclusive in our workplace, and in the services that we deliver, where we are respectful and value different experiences and perspectives. We are committed to achieving this for the benefit of all who work with SEAI and for all whom we support through our services.

SEAI invites applications from people from diverse background and under-represented groups including ethnic minorities and people with disabilities, providing equal opportunity to all candidates.

SEAI Audit & Risk Committee – External Member

Title:	2026/ARC.01 SEAI Audit & Risk Committee (ARC) – External Member
Number of Vacancies:	1
Fees and Expenses:	<p>External members of the Committee will be paid an attendance fee of €282.79 per meeting up to a maximum of six meetings per year.</p> <p>Please note that SEAI 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 SEAI's Travel and Subsistence Policy.</p>
Time Requirements:	<p>The Audit & Risk Committee generally meets remotely up to seven times per year with one in-person meeting held in the SEAI Office, 3 Park Place, Hatch Street Upper, Dublin 2. The meetings generally last 2.5 hours.</p> <p>For each Audit & Risk Committee meeting, between preparation and meeting attendance, a commitment of at least six hours should be anticipated.</p> <p>The Board of SEAI may ask the Audit and Risk Committee to convene further meetings to discuss particular issues on which they seek the Committee's advice.</p>
Term of Appointment:	External Committee members are appointed by the Authority for a period of three years and may be eligible for reappointment for a further term up to a maximum of six years .
About the Audit & Risk Committee:	The primary function of the Audit and Risk Committee (ARC) is to assist the Authority in ensuring it meets its relevant statutory functions and advise the Board on the robustness and effectiveness of the arrangements and status of the corporate governance, financial management, risk management and internal audit of the Authority.

In line with the **Code of Practice for the Governance of State Bodies**, the Audit and Risk Committee of the Authority consists of at least three, but no more than five, non-executive Board members of the Authority, and may include up to two external persons drawn from outside of the Authority. SEAI Annual Report is available [here](#).

Head Office: 3 Park Place, Hatch Street Upper,
Dublin 2, D02 FX65, Ireland
www.seai.ie

Responsibility of Audit and Risk Committee (ARC) Members

Responsibilities: The Audit and Risk Committee (ARC) have responsibility for:

- Reviewing the Annual Financial Statements.
- Monitoring SEAI Budgets and expenditure, including key non-financial data.
- Monitoring the relationship with the Comptroller and Auditor General (C&AG).
- Reviewing the manner in which management ensures there is an adequate and effective system of internal financial, operational and compliance controls.
- Reviewing to determine whether financial controls, including the delegation structure, enables the organisation to achieve its objectives on a value for money basis.
- Making recommendations to the Board on the appointment, re-appointment and removal of the SEAI Internal Auditors.
- Approving and reviewing the planned programme of work of the Internal Auditor, which should be submitted to the SEAI Board annually for approval.
- Reviewing all internal audit reports and findings and monitoring the implementation by management of significant recommendations.
- Monitoring and reviewing, at least annually, the effectiveness of the internal audit function.
- Reviewing and approving the processes for managing risk.
- Overseeing the fraud risk policy and management process.
- Ensuring there are appropriate procurement procedures in place and being implemented within SEAI.
- Examining SEAI Programmes, as required, in the context of the application of the Public Spending Code.

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

Experience and Competencies

The Audit and Risk Committee (ARC) seek 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 an Audit and Risk Committee of a State Body.
- A detailed knowledge of the *Code of Practice for the Governance of State Bodies (2016)* and its associated requirements.
- Professional experience in accounting and/or auditing and membership of a prescribed accountancy body.
- 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 Sustainable Energy Authority of Ireland.

General Information for Submitting Expression of Interest

HOW TO SUBMIT YOUR EXPRESSION OF INTEREST

The Authority encourages applications from diverse, professionally qualified candidates to ensure the ARC is a true reflection of Irish society and shall have regard to the desirability for gender balance, diversity and inclusion.

If you are interested in submitting an expression of interest for membership of SEAI's Audit & Risk Committee, please submit an up-to-date Curriculum Vitae (CV) and a short cover letter demonstrating the required experience and competencies as set out in this booklet. Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter.

Both documents should be submitted via the portal on the SEAI careers website www.seai.ie/careers/open-roles

An Assessment Panel will be convened to consider and assess expressions of interest received. Please take care when submitting your expression of interest as the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit.

Expressions of interest must be received by **5:00pm on Tuesday 30th June 2026**. Late applications will not be considered.

All appointments are subject to the approval of the Board of SEAI.

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

CONFLICTS OF INTEREST

To qualify for appointment, a person must not have any conflicts of interest likely to interfere with their ability to assume the role of a member of the Audit & Risk Committee. Potential candidates should give careful consideration to the possibility of any potential conflict of interest.

CONFIDENTIALITY

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

DATA PROTECTION

The Authority will process any personal information provided with your application in accordance with applicable Data Protection legislation, including the General Data

Protection Regulation (EU) 2016/679 and the Data Protection Acts 1988 - 2018. Personal data will be processed solely for the purposes of the recruitment and selection process, retained for no longer than is necessary for these purposes, and held securely to ensure it is protected against unauthorised or unlawful processing.

Applicants have a number of rights under the Data Protection Legislation including the right to access, rectify and, where applicable, erase their personal data. Further information about how the Authority processes applicant's personal data and how applicants can exercise their rights is available [here](#).