

# Appointment of Independent External Member to the Audit and Risk Committee - Information Booklet.

## 1. About the Office of the Private Security Authority (PSA).

The Private Security Authority (PSA) is the statutory body with responsibility for licensing and regulating the private security industry in Ireland. The PSA is an independent body under the aegis of the Department of Justice, Home Affairs and Migration. Established following the passing of the Private Security Services Act in 2004, the PSA started licensing security contractors in 2006 and security employees in 2007. The PSA's head office is in Tipperary Town with inspectors operating nationwide.

The primary role of the PSA is to ensure that the public is protected through a standards and qualifications-based licensing system. The PSA works in partnership with both employers and employees in raising standards in the industry to the benefit of the consumer, public and society. The PSA currently licences over 40,000 individuals and contractors.

The PSA is governed by a 11-member-Board, appointed by the Minister for Justice, Home Affairs and Migration. In line with the Code of Practice for the Governance of State Bodies (2016), the Regulator has established an Audit and Risk Committee.

## 2. About the Audit and Risk Committee.

The role of the Audit and Risk Committee is to provide an independent appraisal structure within the PSA 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 Board is required to agree to the appointment of at least three Board members (of whom one is to be Chairperson) to the Audit and Risk Committee.

In addition, members should have experience in the core areas of the PSA's business, including risk management, internal audit, governance, relevant technical or specialist issues, an understanding of the public sector environment to include accountability structures and current public sector reform initiatives.

Members of the Committee are appointed to ensure that, collectively, they possess sufficient knowledge relevant to the Committee.

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

External Committee members are appointed by the PSA 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 PSA Board on:

- the strategic processes for risk, internal control and governance;
- the accounting policies, the financial statements, and the annual report of the organisation, including the process for review of the financial statements prior to submission for audit, levels of error identified, 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;
- assurances relating to the management of risk and corporate governance requirements for the State body;
- (where appropriate) proposals for tendering for either internal or external audit services or for purchase of non-audit services from contractors who provide audit services;
- 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 Board.

### **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:

- Professional experience in accounting and/or auditing;
- A sound understanding of risk management and corporate governance;
- Expertise in the application of rules governing the public sector (the Code of Practice for the Governance of State Bodies 2016, procurement etc).

### **5. Time Commitment.**

The Committee generally meets two weeks before each Board meeting which currently is approximately six times a year. Meetings are held during normal working hours. Four of these meetings are in-person (currently being held in city centre Dublin) and two are remote. It is considered that for each meeting, between preparation and meeting attendance, a commitment of at least three hours should be anticipated.

The Committee also host a number of additional meetings (remote) with, for example, the PSA CEO, the PSA Accountant, the external auditor and the internal auditor.

The Board of the PSA 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 annual fee of €1,697 (paid quarterly in arrears). Please note that the PSA complies with the One Person One Salary Directive and Committee members who are public or civil servants will not be paid a fee. Committee members may also claim for reasonable travel and subsistence expenses incurred when attending in-person meetings, in line with the PSA's Travel and Subsistence Policy.

## 7. Submitting your Expression of Interest.

If you are interested in applying for membership of the PSA's Audit and Risk Committee, please submit a short cover letter and your CV demonstrating how you meet the requirements of this position. The key competencies are set out at 4 above. Expressions of interest should be forwarded to the Secretary to the Audit and Risk Committee [pgoooley@psa-gov.ie](mailto:pgoooley@psa-gov.ie). Submissions must be received by **5:00 p.m. on Friday 1 May 2026**.

An assessment panel will be convened to assess the expressions of interest received. The panel will review the expressions received against the identified requirements for the role and recommend the strongest candidate based on the criteria and the assessment process to the PSA for approval. The assessment process may include an interview.

All appointments are subject to the approval of the PSA.

## 8. Data Protection.

The PSA 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 PSA may be found on our website, <https://www.psa-gov.ie/>