



Recruitment Pack

Internal Auditor

£30-35K

+ benefits

July 2024

Welcome

Thank you for your interest in joining our team! We're thrilled that you've discovered us and are eager to share more about this exciting role.

SAAF Education is a market-leading provider of business support services in the education sector. Our services include finance consultancy, payroll, HR, supply & recruitment, and internal scrutiny support. We're a key strategic partner to over 600 schools, academies, and trusts.

Our mission is clear: to alleviate the burden on school business leaders by providing tailored support that supports them every step of the way. By streamlining processes, we empower educational leaders to focus on educational excellence and pupil care.

But we're not content to simply maintain the status quo. Continuously adapting, learning, and attentively responding to the needs of our clients, we've become the preferred choice for many institutions - and our ambition is to be the ultimate choice for all.

Central to our success is our belief that people are the cornerstone of our vision. We understand that success can be achieved with the support of an exceptional team.

Why SAAF?

At SAAF, we're dedicated to sharing our expertise with schools, academies, and trusts. To do this, we require a strong and talented team. We've shaped an open, positive, and collaborative culture which will allow you to flourish and develop.

[Read more about us](#)

Our Values



**Customer-
centric**



**Act
ethically**



Proactive



Trailblazers

Internal Auditor JD

Options for role: All year-round or term-term only

Role Overview

Are you passionate about ensuring excellence and accountability in education? Do you excel in roles requiring meticulous attention to detail and practical problem-solving for clients?

SAAF Education is seeking a dynamic and experienced Internal Auditor.

In this role, you'll ensure that our client's risk management, governance, and control processes are operating effectively. Working within schools and academies, you'll monitor and evaluate risk management, organisational performance, and internal processes.

Auditing may also include consultancy, advising management on how to improve their systems and processes and providing support with implementing this.

The core focus of the role will be planning and conducting audits, with additional responsibilities in financial consultancy and support.

Reporting to: Internal Scrutiny Manager.

Responsibilities

- Carrying out scheduled and non-scheduled audits as and when required, following our audit schedule. This includes pre-visit planning.
- Researching and assessing how well management processes are working.
- Conducting audit testing of specified areas, structures, or departments.
- Travelling to schools and academies to meet staff, obtain documents, and conduct testing.
- Testing and evaluating results.
- Preparing reports, documenting findings, and making recommendations.
- Conducting presentations on findings to management.
- Investigating fraud.
- Evaluating financial records.
- Establishing risk-based audit programmes.
- Reviewing the suitability of internal controls and policies in line with statutory and ESFA requirements and guidelines.

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Responsibilities (Continued)

- Determining compliance with policies and procedures.
- Opportunity to review, recommend and support with implementing best practices and actively take a role in enhancing school and academy financial systems and processes.
- Continually reviewing current practices and procedures to identify improvements.

Person Specification

- Strong, proven experience in financial and accounting, business systems, processes and controls.
- Qualified to AAT level and or other appropriate accountancy qualifications.
- Proficient in Excel (intermediate +), word, outlook and other MS Office platforms.
- Knowledge of the education sector (desirable).
- Experience of auditing (desirable).
- Professional interpersonal skills.
- Ability to use your own initiative.
- Analytical thinking and strong attention to detail.
- Ability to think objectively and demonstrate sound judgement.
- Excellent communication skills, both written and verbal.
- Conviction and confidence to make recommendations based on findings.
- Ability to work effectively on your own and as part of a team – strong team player.
- Strong organisational and facilitation skills.
- Thrive under pressure and be self-motivated.
- Own vehicle to travel to different sites.

Benefits

- Flexible and hybrid working arrangements.
- 24 days of annual leave plus bank holidays, rising to 30 based on length of service.
- Electric Car Salary Sacrifice Scheme.
- Professional development opportunities.
- Employee Assistance Programme – providing mental health & wellbeing support.
- Discretionary bonus.