



Recruitment Pack

**Internal Scrutiny
Manager
Up to £45k +
benefits**

March 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 Scrutiny Manager

JD

Role Overview

Are you passionate about ensuring excellence and accountability in education? Do you thrive in roles that require meticulous attention to detail and a strategic mindset? SAAF Education is seeking a dynamic and experienced individual to fill the role of Internal Scrutiny Manager.

With a diverse portfolio of clients in the education sector, you'll have the opportunity to work with schools and academies across the country, ensuring they remain compliant across all areas of their business.

As Internal Scrutiny Manager, you'll provide independent assurance that the risk management of the business, governance, and control processes are operating effectively.

You'll also be responsible for oversight of the internal scrutiny team, developing, and implementing robust internal scrutiny processes, overseeing financial internal audits, and providing strategic recommendations to enhance the overall efficiency and effectiveness of our clients.

The core focus of this role will be to continue to build the portfolio of clients and drive the SAAF Education brand, whilst having the freedom to develop the service to deliver a wider range/scope of internal scrutiny and to build relationships with existing and new partners.

Key Responsibilities

- Strategic oversight of SAAF's internal scrutiny service
- Working with SAAF's company partners to further develop and enhance the service
- Develop and implement comprehensive internal scrutiny policies, procedures, and frameworks in line with statutory and ESFA requirements
- Establish risk-based audit programmes
- Expand the scope of internal scrutiny audits offered via a network of external partners
- Ensure that internal scrutiny programmes are planned for each client and delivered effectively with support from the wider team
- Identify areas for improvement and recommend corrective actions to enhance internal controls
- Communicate the findings of internal scrutiny audits via written reports and on-site/remote presentations to clients

Internal Scrutiny Manager

JD

- Travel to clients to undertake internal scrutiny audits as required
- Identify areas for improvement by continually reviewing current systems and processes
- Become an integral part of SAAF's senior leadership team

General Responsibilities

- Work in accordance with our policies and champion our vision and values, maintaining SAAF's reputation
- Invest time in your own development; attend training, undertake personal research and identify opportunities for your continued personal development
- SAAF is an expanding business and therefore you will be required to undertake all reasonable requests in line with your position
- Work to the highest professional standards of commercial and social responsibility
- Be committed to our ethics, vision, and values

Person Specification

- Proven experience in accounting, systems, processes, and controls
- Qualified to CIMA/ACCA/ACA level or other appropriate accountancy qualification
- Proficient in Excel, Word, Outlook, and other MS Office platforms
- Experience in using multiple finance software packages
- Knowledge of the education sector (desirable)
- Professional interpersonal skills
- Leadership skills with the ability to develop positive working relationships
- Analytical thinking and strong attention to detail
- Think objectively and demonstrate sound judgement
- Excellent communication skills – both written and verbal
- Conviction and confidence to make recommendations
- Strong organisational and facilitation skills
- Thrive under pressure and be self-motivated
- Forward-thinking and flexible

Internal Scrutiny Manager JD

Benefits

- A friendly, open, and collaborative team
- Funded continued professional development
- Flexible/hybrid working arrangements
- 24 days annual leave including bank holidays and your birthday off - rising to 30 days of annual leave plus birthday and bank holidays based on length of service
- Employee Assistance Programme – providing mental health & wellbeing support
- Electric Car Scheme
- Discretionary bonus