



Recruitment Pack

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

March 2024

Welcome to SAAF Education

Welcome

Thank you for your interest in this position! We're glad you found us and are excited to tell you more about this exciting role and our company.

SAAF Education is one of the leading providers of business support services in the education sector. We're a key strategic partner to over 600 schools, academies, and trusts.

We offer internal scrutiny, finance, payroll, HR, and supply & recruitment services. Our joined-up solutions coupled with our unrivalled expertise in the education sector offer all-encompassing solutions for school business professionals.

We aim to free up time for school business professionals, so they can focus on what matters most – educational excellence and pupil care.

And we're not resting yet. Forever evolving, learning, and listening to our client's needs, we're the first choice for many schools, academies, and trusts – and aim to be the first choice for all.

We believe that people are at the heart of our vision to be the number one choice; we can't achieve greatness without being backed by a fantastic team helping to drive that vision.

Our Vision & Values

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

Meet Our Company Partners!



Andi Brown



Su Johal



Domanique Beckford



Matt Lydon

Role Summary

About the Role

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.

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.

If this opportunity is of interest to you, read on to find out more and apply today!



Job Description

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

March 2024

Internal Scrutiny Manager

Role Summary

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.

About Us

SAAF Education is a market-leading provider of education support services, entering its 12th year of supporting schools and academies with a range of services including internal scrutiny, finance consultancy, supply & recruitment, payroll, and HR.

And we're not resting yet. Forever evolving, learning, and listening to our client's needs, we're the first choice for many schools, academies, and trusts – and aim to be the first choice for all.

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.

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Role Overview

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.

Internal Scrutiny Manager

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 the 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
- 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

Internal Scrutiny Manager

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

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 & bank holidays based on length of service
- Employee Assistance Programme – providing mental health & wellbeing support
- Electric Car Scheme
- Discretionary bonus