

Recruitment Information Pack

Internal Auditor

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Welcome from the Managing Director

Dear Applicant,

Thank you for your expression of interest in the post of Internal Auditor. I am delighted to have this opportunity to provide you with some details about our services and to describe the kind of person we hope to appoint.

SBM Services Ltd is a forward thinking, energetic company providing accountancy and business support services to a wide selection of educational establishments in a variety of contexts. The company is highly regarded in the educational arena for providing the following services:

- Accountancy support for schools and multi academy trusts
- Finance and governance internal auditing service
- Data protection compliance services
- Business Management Toolkit
- Support staff structure reviews and reorganisation support
- Support staff recruitment support
- Efficiency audits
- Business manager/finance officer induction and mentoring
- Personnel and staff contract management
- Policy reviews and updates
- Finance officer/business manager supply cover
- Delivery of training programmes and networking events

Initially, you will be responsible for the delivery of a high-quality internal auditing service to schools whilst also being provided with the opportunity to develop your own business management skills and commercial acumen.

You will need to be customer focused, self-motivated and flexible to meet the changing demands of the business, with highly refined interpersonal skills and a strong understanding of risk management and financial and business control frameworks. Your ability to develop good customer working relationships and demonstrate adding value to a client's business is essential. Knowledge and experience of the education sector would be advantageous although training and support will be given.

The successful post holder will, after training, be given their own client bank and will be responsible for managing their own appointments. If the idea of working for a modern, forward thinking, dynamic company with a team who are passionate about the work they do excites you and you feel you have the skills provided in the person specification, we shall be delighted to receive your application. Please email your CV and a covering letter which outlines why you would like to work with us to anna.cook@sbmresources.co.uk.

Yours sincerely,

Justine Berkeley
Managing Director

Job Description: Internal Auditor

Salary: £19,000 to £28,000

Hours: 37 hours per week, 52 weeks a year
Part time contracts will be considered (minimum of 3 days) and/or term time working only

Reporting to: Operations Director

Purpose of the Role:

- To provide an internal auditing service to a portfolio of school and multi academy trust clients
- To assist in the development of the internal auditing service to ensure it is compliant with latest guidance and meets customer needs
- To ensure business KPIs are met

Location:

The company office is based in Colchester; however, daily work will usually be carried out on client's premises. Access to a car and flexibility to travel is therefore essential. Occasional home working is also available.

Duties and Responsibilities

- Assisting in determining audit programmes to ensure they meet client needs and are compliant with all applicable directives and regulations
- Work with clients to plan their annual audit programmes tailored to their specific needs
- To carry out audits of schools and academies and document evidence in support of findings. Audit work will cover finance, governance, data protection, human resources and efficiency
- To prepare and present reports that reflect the audit results, evaluate the level of risk exposed and make recommendations for improvements
- Support clients in the preparation of action plans to address areas of control weakness
- To keep abreast of legislative frameworks surrounding education finance and communicate to clients and the team
- To provide advice and guidance on internal control matters, both at audit closure meetings and via the helpdesk
- To participate, if required, in the construction and delivery of training for school staff, governors, trustees and other team members

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

Person Specification: Internal Auditor

	Essential	Desirable
KNOWLEDGE/QUALIFICATIONS		
Qualified to minimum of NVQ level 3	✓	
Qualification in a relevant field such a CIA, AAT		✓
Knowledge of modern internal auditing practices	✓	
Knowledge of data protection legislation		✓
Knowledge of legislation surrounding the educations sector		✓
A record of continuing professional development activities	✓	
A working knowledge of charity and/or company accounting		✓
Well-developed ICT Skills	✓	
EXPERIENCE		
Experience in preparing and delivering internal audit programmes	✓	
Ability to demonstrate the delivery of audits on time and within agreed frameworks	✓	
Experience of working with a wide range of clients in a variety of settings	✓	
Experience of improving organisations by recommending changes to controls and business processes	✓	
Experience of achieving business targets and key performance indicators in a commercial environment		✓
Experience of developing auditing services in a commercial environment		✓
Experience of working with a range of internal and external parties including non-finance personnel	✓	
SKILLS/ BEHAVIOURS/QUALITIES		
Strong interpersonal, written and oral communication skills	✓	
Self-motivated with high levels of personal drive	✓	
Strong analytic skills with attention to detail and high levels of accuracy	✓	
The ability to work in close harmony with all staff	✓	

Able to see the big picture and ensure activities meets the company's vision and strategy	✓	
Flexible and adaptable to changing business demands	✓	
Customer focussed with the ability to put customers at ease	✓	
Strong organisational and time management skills	✓	
Commitment to personal development	✓	