

## **JOB DESCRIPTION**

**NOTE: This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.**

<b>Job Title:</b>	<b>Finance Internal Audit Officer</b>
<b>Grade:</b>	<b>Grade 7</b>
<b>Salary:</b>	<b>SCP 24 - 28</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract of Employment</b>
<b>Responsible to:</b>	<b>Director of Financial Resource Management</b>

### **Statement of Purpose**

The Finance Internal Audit Officer will be responsible for supporting the Director of Financial Resource Management in ensuring that the Trust operates good financial governance in line with the requirements of the Academies Handbook published by the Education and Skills Funding Agency (ESFA), the Trusts Financial Delegated Accountability Framework (DAF), internal and external policy and legislation.

### **Main Duties and Responsibilities**

- Work with the Director of Financial Resource Management to deliver the financial strategy and to facilitate the achievement of the Trusts' objectives and development plans.
- Perform the full audit cycle including risk management and control management over financial effectiveness, reliability and compliance with all applicable directives and regulations.
- Obtain, analyse and evaluate accounting documentation, previous reports, data, etc. in order to ensure effective internal controls and compliance by the Trust and its academies.
- Prepare and present reports that reflect audit's results and document process.
- Prepare the bi-annual Payment Practices report for submission to HMRC
- Act as an objective source of independent advice to ensure validity, legality and goal achievement.
- Identify loopholes and recommend risk aversion measures and cost savings.
- Conduct follow up audits to monitor management's interventions
- Engage in continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards

**Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

**PERSON SPECIFICATION**

Minimum Criteria for Two Ticks *	<b>Criteria</b>	
	<b>Essential</b>	<b>Desirable</b>
	<b>Experience</b> <ul style="list-style-type: none"> <li>• At least 2 years' experience of working in a finance role</li> <li>• Proven experience of working with computerised financial and management information systems</li> <li>• Effective use of ICT packages, including good MS Excel skills</li> <li>• Ability to analyse and interpret complex financial information, assess the implications, and identify corrective action.</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to relate well to children and to adults</li> <li>• Good organising, planning and prioritising skills</li> <li>• Methodical with a good attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the education sector</li> </ul>
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• GCSE's in English and Maths (minimum Grade C)</li> <li>• Willingness to undertake specific training.</li> </ul>	
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Financial management processes and systems in a complex people-orientated organisation.</li> <li>• Knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> </ul>	
	<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	
	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• DBS clearance</li> <li>• Motivation to work in an environment with children and young people &amp; vulnerable adults.</li> <li>• Ability to form personal boundaries in an environment with young people and vulnerable adults</li> </ul>	

**MEASURED BY KEY:**

APP = Application form    ASS = Assessment activities    I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

17/02/2022