## JOB DESCRIPTION

**JOB TITLE:** STEP Internal Auditor

**LOCATION:** Based in East Sussex, with travel as required across the Trust

**REPORTING TO:**

**CONTRACT:** Full-time, permanent **Role Purpose:**

The role of the Internal Auditor is to undertake internal audit reviews, across an array of services and provide an independent appraisal of the trust’s activities, giving assurance on risk management, control and governance, making recommendations to improve operations, and giving advice on good practice. The role will undertake reviews of both Central functions and those undertaken in Academies.

## Key Accountabilities:

* Perform project based audit work to provide an independent appraisal of the Trust's activities to a range of interested parties both internally and externally. Audit work will be performed in accordance with the IIA’s International Professional Practices Framework and the ESFA’s Academies Financial Handbook and will involve:
  + Drafting working papers to an appropriate standard to identify, review and ascertain compliance with policy and potential risk exposure.
  + Supporting the development of the annual audit plan, advising on areas of risk or

slippage.

* + Ascertaining and documenting systems and procedures, risks and controls.
  + Performing and documenting audit tests, understanding and analysing test results and drawing evidence based conclusions.
  + Assessing value for money activities and implications.
  + Developing constructive recommendations.
  + Providing feedback, preparing written reports containing findings, recommendations and highlighting good practice.
  + Leading and sharing information and reporting feedback through discussions and training.
  + Working with Executive Management Team (EMT).
  + EMT to agree recommendations necessary to address specific risks identified and improve operations.
  + Work with EMT to secure responses and timescales for implementation and review.
* Undertake timely follow up reviews to ascertain the extent by which agreed actions have been carried out and embedded.
* Undertake ad-hoc work in response to requests from the EMT for advice on systems and procedures.
* Undertake further investigatory work from audit findings or in response to audit findings.
* Undertake, or assist with, investigation work, which may include detailed analysis of records and systems, conducting interviews as requested and provide additional information, evidence, independent point of view on matters brought to the attention of the EMT.
* Review monthly management accounts with STEP Business Managers. This will include ensuring the accuracy of the budget and projections, challenge of forward assumption and consolidation of management accounts into the accepted Trust-wide format for review with Chief Finance and Operations Officer.
* Work with Business Managers to ensure balance sheet codes are reconciled monthly
* To be responsible for consolidating all the financial accounts within the Trust ensuring that all finance procedures are carried out in line with current regulations, preparing financial returns and operating all bank accounts, for public funds, school journeys and any external grants and to undertake monthly reconciliations
* Support Company Secretary to ensure that returns and submissions to third parties are undertaken in a timely fashion.
* Ensure that the Trust meets its non-teaching legal and statutory responsibilities through advice, direction and support to the Audit Committee and Trustees.
* Provide guidance and assurance to the compliance work programme of the Executive Assistant to the Central Team.
* Keep abreast of internal audit developments for the education sector through membership of professional body, contact with other auditors and reading relevant information produced externally and internally.
* Ensure that advice offered to staff is up to date and in accordance with current rules and regulations for the IIA and the Trust.
* To be the key operational lead for audit, both internal and external. This will involve planning the audit service to meet organisational and statutory requirements.
* To prepare the Trust’s end of year financial statement
* Develop the service so that in time Internal Audit becomes an income generator for STEP Up Traded Services
* To provide liaison and support for the Audit Committee & their Clerk as required by:
* preparing and presenting reports at all Audit Committee meetings as required;
* preparing reports (as appropriate) for significant items of importance;
* providing financial statements and audit trails;
* preparation of statistics when requested;
* preparation of correspondence arising from Governors’ meetings.
* Any such duties, as directed by the EMT, which are consummate with the level and scope of this post. Permission for aspects outside the scope of this post will be agreed with the post holder in advance.

## PERSON SPECIFICATION

A non-profit making charity, STEP Academy Trust is committed to improving the life chances of all children – where we have the capacity to make a difference we are morally bound to do so.

STEP Academy Trust has a strong and unique sense of unity. All our Academies support STEP First, the commitment that we are all one team. As such, we establish consistency in our approaches, support each other to improve and always remain firmly focused on the challenges ahead. We believe it is this approach, articulated through the STEP Compass, which enables our children to receive the quality education they deserve

Individuals working for STEP understand that they are joining an organisation that is proud to be led by Mission, Vision and Values. As such, each person within STEP has a responsibility to act with the highest level of integrity.

## KNOWLEDGE, EXPERIENCE & SKILLS

|  |  |  |
| --- | --- | --- |
| **Requirement** |  | |
| **E –** Essential | | **D –** Desirable |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **E** | **D** |
| **Knowledge** | Educated to degree level or equivalent |  | X |
| Knowledge of understanding the requirements of governance and professional standards | X |  |
| Understanding of the theory and practice of risk-based Internal Audit, including understanding the role of internal audit in large, complex organisation. | X |  |
| Understanding of a range of risks and risk management activities in large organization. |  | X |
| **Experience** | Member of a financial professional body, preferably the Chartered Institute of Internal Auditors | X |  |
| Experience of internal audit processes in an educational environment |  | X |
| Experience of financial audit | X |  |
| Experience of report writing for an external audience | X |  |
| Experience of risk management and risk management tools | X |  |
| Understanding of and experience in reviewing systems | X |  |
| Experience of writing reports to senior management and board level | X |  |
| **Skills** | Demonstrate a logical and analytical approach to work. | X |  |
| The ability to focus on significant issues and risks whilst also being able to manage detail | X |  |
| Diplomatic and persuasive. | X |  |
| Operate with high levels of integrity and discretion. | X |  |
| Desire to travel to all academies within STEP Academy Trust . | X |  |
| The ability to effectively line manage others and support with new tasks |  | X |
| Self-motivated and be able to work unsupervised. | X |  |
| Demonstrate the ability to re-evaluate priorities for the team. | X |  |
| Demonstrate research skills sufficient to identify good practice and relevant legislation particularly in relation to ESFA/DfE guidance and apply as appropriately to the task. |  | X |