

Internal Audit Officer (Part time, Term time)

Job Description

Primary Location:	Kidlington but supporting all schools within the Trust
Principal Role:	Internal Audit Officer
Responsible to:	Head of Governance and Compliance (HoGC) and Audit Committee
Responsible for:	Responsible for providing independent assurances on Risk, Controls and governance, ensuring all regulatory requirements are met and the business functions are achieving best practice in the performance of their duties.
Working Hours:	22.5 hours per week, term time only. (approx 0.53 FTE)
Salary Range:	Grade 10 £30,507 - £32,878 FTE subject to 1.4.2020 pay review (approx £16,169 - £17,425 pro rata)

Main Responsibilities:

Whilst the duties of this role will include all of the following, the Trust expects that the initial focus will be on control and compliance, with greater scope for best practice review and process improvement as it develops. The postholder will

- Determine internal audit scope and develop annual plans with HoGC, COO and Audit Committee
- Perform and control the internal audit cycle including risk register management, financial reliability and compliance, and governance compliance
- Perform the internal audits of the Trust's Finance regulations and procedures across the schools in the Trust and the central finance function
- In consultation with the DPO, perform periodic data audits in our schools
- Provide technical advice to management and staff to promote and enhance functional effectiveness and the general control environment
- Develop and implement internal auditing policies, procedures and initiatives
- Obtain, analyse and evaluate accounting documentation
- Prepare and present reports that reflect internal audit results and document process
- Identify loopholes and recommend risk aversion measures and cost saving
- Act as an objective source of independent advice to ensure validity, legality and goal achievement
- Participate in ad-hoc strategically critical work streams and organisational projects identified by the HoGC, COO and CEO
- Travel to different sites to meet relevant staff and obtain documents and information
- Maintain open communication with central team and audit committee
- Conduct follow-up internal audits to monitor management actions and interventions
- Engage in continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards

- Verbally communicate findings to senior management and prepare timely internal audit reports for central leadership team, the Audit committee and the Board of Trustees.

General Duties

- Contribute to the overall ethos/work/aims of the River Learning Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Other

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

A review of this job description will be carried out as part of the annual appraisal.

The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

The River Learning Trust is an exempt charity and a company limited by guarantee, registered in England and Wales with a registered company number 7966500. Registered Office: The Cherwell School, Marston Ferry Road, OXFORD OX2 7EE United Kingdom

Internal Auditor Officer

Person Specification

		Essential	Desirable
Qualifications	Degree level Accountancy qualification (CPA or CIP Preferred) or equivalent experience as an Internal Auditor.	*	*
Experience	Previous experience in a relevant area – e.g. within education or other relevant public sector or business sector. Experience of financial management and/or governance within a company and/or charity framework. Experience of influencing the actions and behaviours of senior post holders	* *	 *
Knowledge and skills	Strong understanding of compliance preferably within a public sector context Well developed report writing skills Knowledge and full understanding of the financial procedures and regulations that apply to Academy Trusts. Advanced computer skills using MS Office, accounting software and databases Ability to manipulate data and to compile detailed reports Proven knowledge of auditing standards and procedures, laws, rules and regulations Excellent understanding of the standards of the Institute of Internal Auditors (IIA) and ability to fully comply with IIA standards High attention to detail and excellent analytical skills / verbal communications Excellent time management and organisational skills Demonstrate a commitment to own professional	 * * *	* * * * *

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	development and willingness to learn and become familiar with a range of business functions	*	
	Demonstrate personal and professional integrity, including modelling values and vision	*	
Other requirements	Ability to be adaptable and work flexibly across the Trust including ability and willingness for travel	*	
	Is able to drive (has a valid driving license) and has own vehicle	*	