Keystone Knowledge

Recruitment Pack

# Internal Audit Officer

January 2025

# What we do

At Keystone Knowledge, we work with schools and trusts on an operational and strategic level. We are passionate about the importance of good education and supporting school leaders to improve on industry standards and bring school operations and teaching practice together to create truly great schools. We work in areas such as finance, internal scrutiny, HR and trust growth to assist senior leaders and school business management with solutions that ultimately facilitate better outcomes for students and pupils.

# About this role

We're looking for a proactive internal audit officer who can demonstrate attention to detail and great customer service. You will join our IS team in delivering internal scrutiny in schools and trusts, checking internal processes to ensure that risk, both financial and non-financial, is minimised. Internal scrutiny services are delivered both virtually and on-site and as such travel to clients will be a regular part of your routine.

It's a busy, hands-on role that involves liaising with multiple clients to organise and carry out internal scrutiny checks, providing reports and feedback, and ultimately supporting improvement and compliance in schools and trusts.

This role is a hybrid between time in our Ashby de la Zouch office, visiting clients and working from home.

A valid driving license and access to a vehicle is required and the role is subject to a successful DBS check, carried out by us.

# About you

We care much more about getting the right person to work with us, than what paper qualifications you may have. However, it is likely that the right person will have:

- ✓ Strong written and verbal communication skills
- ✓ Excellent research and analytical skills
- ✓ High levels of integrity and ethical standards
- ✓ A keen eye for detail to successfully scrutinise data
- ✓ Ability to stay calm in a busy work environment.
- ✓ Ability to work through key pieces of information and assimilate

# Why join us?

Here at Keystone we're a friendly bunch who are passionate about making a difference in the education sector. We care about our team and offer a flexible, hybrid working environment alongside some other nice perks:

- ✓ A friendly, people focused environment with great values
- ✓ Contributory pension scheme

- ✓ Flexible working arrangements
- ✓ Working from home arrangements
- ✓ Generous holiday pay scheme, including 25 days paid leave, bank holidays and bonus Christmas to New year closedown
- ✓ Director's discretionary bonus
- ✓ Access to Discounts at 100's of retailers and service providers through PerkBox™
- ✓ Employee Assistance programme, supporting mental and physical health
- ✓ Your birthday or other celebration day as paid leave if it falls on a workday

# Job Profile

| | |
|---|---|
| **Role title** | Internal Audit Officer (Internal Scrutiny) |
| **Department** | Operations |
| **Salary** | £25,000 to £30,000 per annum, FTE |
| **FTE** | Full time permanent |
| **Location** | Hybrid working between the Keystone and client school offices and work from home. (The ability to travel to client schools is required) |
| **Reporting to** | Senior Internal Audit Manager |
| **Responsible for** | N/A |

## Core Purpose

To ensure that the responsibility of the role is carried out in a way that reflects the vision and values of Keystone Knowledge. Observing company policy, practice, and procedures.

To contribute to a culture of a personal approach and vision to creating outstanding education.

To be pivotal in the process of internal scrutiny audit processing.

## Role-specific responsibilities:

Delivering the Internal scrutiny programme to external stakeholders by:

- Assisting the Internal Scrutiny Audit Managers to effectively perform daily operations.

- Analysing what relevant business data, information and systems of the client stakeholder, is required for the review.
- Communicating the findings of internal scrutiny audits back to the Internal Audit Manager in support of the finalised Internal Scrutiny report.
- Supporting the recommendations to improve and strengthen internal controls
- Collecting data and information to support the production of the Internal Scrutiny report (ISR) for Annual Audit Summary.
- Participating in the continuous improvement of Internal Scrutiny audit processes and procedures.
- Ensure scrutiny programmes are allocated for each client as per their programme and work within the internal audit plan to ensure each audit is fit for delivery.

## General responsibilities:

- Work in accordance with our policies and champion our vision and values, maintaining the company's reputation
- Observe the health and safety policies and procedures
- Invest time in your own development; attend training, undertake personal research and identify opportunities for your continued personal development.
- Recognise that Keystone is a growing business and undertake all reasonable requests in line with your position
- Work to the highest standards of corporate and social responsibility
- Be committed to our ethics and values in relation to equality, diversity and inclusion.

# Person specification

Role Title Internal Audit Officer (Internal Scrutiny)

Department Operations

| | Assessed by application (A) or at interview (I) |
|---|---|
| **Attainment and Qualifications** | |
| **Essential** | |
| GCSE Grade C/4 or above, or an equivalent, including English and Maths | A |
| Knowledge of standard Microsoft office | A/I |
| **Desirable** | |
| Bachelor degree in accounting/ finance or other relevant sector areas. | A |
| **Experience** | |
| **Essential** | |
| Experience providing analytical reviews of data | A/I |
| Experience use of MS Office software including email, spreadsheet and word processing | A/I |
| **Desirable** | |
| Experience in schools and education operational settings. | A/I |
| **Skills and Knowledge** | |
| **Essential** | |
| The ability to communicate orally or in writing complex and contentious information with a wide range of audiences. | A/I |
| Effective oral and written communication skills | A/I |
| Critical thinking and problem-solving | A/I |
| Analysis skills | |
| Ability to discern information, triage and make recommendations | |
| **Desirable** | |
| Knowledge and understanding of the education sector and/or in consultancy-based work | A/I |
| **Personal Disposition** | |
| Proactive | |
| Highly organised and solution-focused | |
| Conscientious approach to working. | |

**Others**

UK driving license and access to own vehicle I
Ability to obtain a successful DBS check (carried out by Keystone)

# How to Apply

We currently advertise our open positions on LinkedIn™ and via our website: www.keystoneknowledge.com. We welcome enquiries related to the job. To apply, please submit a cover letter no longer than two pages of A4 along with your complete CV to HR@keystoneknowledge.com. Your cover letter should explain why you are interested in this position and what skills you can bring to Keystone Knowledge.

While we strive to provide feedback to all applicants, depending on the number of applications received, there may be other options. If you are still waiting to hear from us within four weeks after the application deadline, please assume your application has not succeeded. Please note that we reserve the right to close the position earlier than the deadline if we receive sufficient suitable applications.

KEYSTONE

Contact us:

Web: www.KeystoneKnowledge.com
Email: hr@keystoneknowledge.com
Phone: 01332 278032