

**Keystone Knowledge  
Recruitment Pack**

**Internal Audit Officer  
February 2024**



## Welcome to Keystone Knowledge

Thank you for your interest in this role. We're really excited about what we do, and the impact that we're having in the schools that we work with, right across the country.

Keystone is a small but rapidly growing business that exists to provide great support to schools and multi academy trusts. We have a strong vision for our direction of travel. By 2030 we will be the preferred supplier of services to schools. This is ambitious, exciting, and challenging. We have made a brilliant start, our team are dedicated and receive incredible testimonials from our clients. But, we're not done yet, and we are looking for our new colleague to come and join with us to support some amazing projects, and provide high quality support to the schools that we work with

Keystone was established in 2020 to build upon my belief that all children in our schools deserve the very best. And whilst not everyone in a school is a teacher, everyone in a school does contribute to making sure that each day is an enriching, engaging and inspiring experience. Somewhere, in one of our schools is a future prime minister, a rocket scientist, someone that will cure cancer, and everyone will leave a lasting impact on numerous people as yet untold. We owe it to them to give them the best education we can.

That's where you might come in. Our Internal Scrutiny (IS) service acts like a coach to the schools we work with. Ensuring compliance is the start, we check controls and procedures and that the trust is doing what it says. But that's only where we get started, and most others stop. We see our IS role as that of a coach, supporting and encouraging best practice. After all, no one wants to aim for only working in a compliant organisation, they want to work in a world class, brilliant, organisation. We help them achieve that. This role is pivotal in supporting our IS managers, ensuring quality, customer satisfaction, and accuracy, as well as, in time, having the opportunity to develop into IS manager positions. We're looking for someone to join our rapidly growing team that can deliver high quality internal audits, and exceptional service to the schools we work with.

Keystone is a special place. Every application pack you'll review will probably say that, but it is especially true with us. We place huge emphasis on our values, ***integrity, commitment, collaborative, transparency and being personable***. All of our team demonstrate these values every day, and it's a stand out characteristic we look for. In addition, we have some fundamental practices,

- we deliver what we say we will,
- we don't duck tough decisions,
- we reflect and learn,
- we keep it simple
- we trust each other

Recruitment works both ways, and it is important we let you know what it will be like working with me and the rest of the team. We will let you flourish, with very high levels of professional autonomy. We will hold true to our values and practices, not sweat the small stuff and keep our eye on what we're trying to achieve, and we often use humour to lighten the pressure. I am incredibly ambitious for Keystone but listen carefully to others. I believe how we do things counts as much as what we do.

If this incredible opportunity interests you, and if you believe you have the skills and passion to succeed in this role, then we would love to hear from you. Details of how to apply are given at the end of this recruitment pack. I very much look forward to receiving your application.

**Stephen Mitchell – CEO**

[hello@keystoneknowledge.com](mailto:hello@keystoneknowledge.com)



## 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. Our client-facing team are school people with experience working in education sector roles, so they have direct knowledge and awareness of the issues that schools and trusts face on a daily basis.

## Our Vision and Values

### As a team and individually we:

- Act with **Integrity** it is at the heart of everything we do and every decision we make
- Are **committed** to contributing towards school and sector improvement
- Are **collaborative**, working together and sharing best practices
- Act with **transparency**, ensuring all our interactions are open, honest and accountable
- Are **personable**, friendly and approachable, caring about the people we work with



#### Vision

Our vision is for every child to receive an outstanding education, underpinned by excellent school and trust management.



#### Mission

To play our part towards achieving this, our mission is to provide schools and MATs with quality management services and solutions embedded in best practice and delivered by committed sector specialists.



#### Values

We believe in creating partnerships with schools and trusts, and our values reflect the way that we work.

## Why Join us?

Here at Keystone, we are keen to use our skills and expertise to improve the outcomes for students and give them the best possible future. Although it may seem like a lofty ideal, we can make a difference by working shoulder-to-shoulder with schools. No matter if you are part of the client-focused team or the operational support functions, everyone within Keystone Knowledge is forming part of our art of the possible.

### **We are a friendly bunch, and we also offer some nice perks.**

- ✓ A friendly, people focused environment with great values
- ✓ Sector competitive pay and terms of employment
- ✓ 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 as paid leave if it falls on a workday
- ✓ Carbon offsetting
- ✓ Free access to a financial advisor

## 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 gather together factual elements

## Job Profile

<b>Role title</b>	Audit Officer (Internal Scrutiny)
<b>Department</b>	Operations
<b>Salary</b>	£25,000 to £30,000 per annum, FTE
<b>FTE</b>	Full time permanent
<b>Location</b>	Hybrid working between client school offices and work from home. (The ability to travel to client schools is required)
<b>Reporting to</b>	Internal Audit Manager
<b>Responsible for</b>	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:

#### Auditing responsibilities

Delivering the Internal scrutiny programme to external stakeholders by:

- Assisting the Internal Scrutiny Audit Managers to effectively perform daily operations.
- Under supervision analyse 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.
- Support 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	Audit Officer (Internal Scrutiny Assurance)
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  
Knowledge of standard Microsoft office

A  
A/I

#### Desirable

Bachelor degree in accounting/ finance or other relevant sector areas.

A

### Experience

#### Essential

Experience providing analytical reviews of data  
Experience use of MS Office software including email, spreadsheet and word processing

A/I  
A/I  
A/I

#### Desirable

Experience in schools and education operational settings.

A/I

### Skills and Knowledge

#### Essential

To demonstrate the ability to communicate orally or in writing complex and contentious information with a wide range of audiences.  
Effective communication skills  
Critical thinking and problem-solving and analysis skills  
Demonstrate organisational efficiency

A/I  
A/I  
A/I

#### 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

Ability to obtain a successful DBS check (carried out by Keystone)

I

## How to Apply

We currently advertise our open positions on LinkedIn™ and via our website:

[www.keystoneknowledge.com](http://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](mailto: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.



Contact us:

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