

## Job Description

<b>Job title</b>	Financial Auditor and Fraud investigator	<b>Job family</b>	Central – Internal Audit
<b>Reporting to</b>	Head of Internal Audit (UK)	<b>Job code</b>	
<b>Location</b>	Remote	<b>Evaluation Date</b>	

### Job Purpose

To conduct unannounced financial audits across Priory sites (all divisions) and feedback results to key stakeholders through a detailed report. In addition, support with any other fraud-related activities (for example; investigations, awareness initiatives and risk workshops).

### Responsibilities

- Review key reporting outputs to identify higher risk sites (for example; petty cash report, client monies analysis, whistleblowing log)
- Perform risk-based financial audits with reference to the detailed financial audit checklist (travelling to sites in person)
- Where a breach in policy or lack of appropriate control is identified, this needs to be communicated as part of the detailed financial auditor post-visit report
- Communication of the post-visit report in a timely manner to key stakeholders (normally within 72 hours)
- Summarising financial audit outcomes so they can be added to the weekly Corporate Assurance report
- Conduct remote audits where applicable (an abridged version of a full site financial audit based on available information (business intelligence, whistleblowing allegations)) and production of detailed investigative reports
- Conduct fraud investigations
- Assistance and attendance at annual risk workshops
- Involvement in updating/refreshing financial auditor checklist
- Act as the Local Counter Fraud Specialist for our compliance with NHS Counter Fraud Authority.
- Work closely with the Head of Internal Audit (UK), Admin Support Managers and wider support teams to manage key business risks and provide insights/support where necessary.

**This role will require regular business travel. A car allowance will form part of the remuneration package. All other compliant business-related expenses can be reimbursed through raising a claim on iTrent.**

### Knowledge / Education / Skills

- Empathy and objectivity
- Familiarity with key Priory applications is desirable (namely Aspire, IP, Eroster)
- Accredited Counter Fraud Specialist (ACFS) qualification desirable or willingness to undertake this training
- Ability to conduct or support Fraud investigations
- Ability to produce detailed reporting in a clear and understandable manner
- Ability to explain issues found with the site management verbally in a clear but supportive manner
- Appreciation of central accounting controls and associated risks is desirable
- Understanding of key business risks that a Priory site faces on a day-to-day basis and the controls you would expect to see to minimise said risks (for example; cash transactions, payroll submission, management of client monies etc)

<ul style="list-style-type: none"> <li>- Flexible and agile working style (the role of financial auditor can be extremely varied and dynamic so requires a certain element of 'thinking on your feet' and proactive intuition)</li> <li>- Passionate about de-risking the business and working as part of a team</li> <li>- Ability to work confidentially with sensitive information and uphold GDPR principles</li> <li>- Competent using Microsoft Word and Excel</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>- Working as part of a team to drive common goals forward</li> <li>- Finance-related background</li> <li>- Involvement in audit activity (whether as auditor or auditee)</li> </ul>	
<b>Communication</b>	
<ul style="list-style-type: none"> <li>- Ability to communicate with site colleagues on a day-to-day basis in a polite and constructive manner</li> <li>- Written report writing capability</li> <li>- Confidence to hold awkward conversations when the need arise</li> </ul>	
<b>Working Environment</b>	
<p>This is a remote role so location is not a driving factor. The sites that would be covered by this role are within the UK. As noted above, there is a requirement for regular travel and as such this role will entail high mileage and frequent overnight stays. It may also require travel to sites that cannot be reached by road (for example, Northern Ireland). We expect the travel to be up to 75%.</p>	
<b>Safeguarding</b>	
<p>All Priory Group colleagues have a responsibility to safeguard the individuals we care for, these may be adults and children or individuals connected to the people Priory supports. Colleagues must ensure they are aware of the local child and adult safeguarding policies and procedures in their service, in addition who to contact within the Local Authority Safeguarding Team for further advice.</p> <p>All colleagues are required to attend safeguarding training appropriate to their role and to undertake additional training in associated areas.</p>	
<b>Upholding Company Behaviours</b>	
<p>This provides some guidance on the types of conduct to support the Company Behaviours</p>	
<b>Behaviour</b>	<b>Evidence</b>
<b>Putting people first</b> - we put the needs of our service users above all else	<ul style="list-style-type: none"> <li>• Strives to ensure every colleague is able to make a positive and lasting difference to our patients, clients and residents and their families</li> <li>• Actively seeks to develop the potential of every service user and staff member</li> </ul>
<b>Being supportive</b> - we support our colleagues, our service users and their families when they need us most	<ul style="list-style-type: none"> <li>• Celebrates success and supports colleagues through difficult times</li> <li>• Demonstrates loyalty to colleagues, manager and team</li> </ul>
<b>Acting with integrity</b> - we are honest, transparent and decent. We treat each other with respect	<ul style="list-style-type: none"> <li>• Is honest and respectful in all interactions with colleagues and customers</li> <li>• Demonstrates emotional control</li> <li>• Ensures accurate recording of any transactions and interactions on all company documentation</li> <li>• Challenges poor performance and behaviours</li> </ul>
<b>Striving for excellence</b> - for over 140 years, we have been trusted by our service users with their care. We take this trust seriously and constantly strive to improve the services we provide	<ul style="list-style-type: none"> <li>• Always puts service quality first</li> <li>• Shares and encourages innovation</li> <li>• Keeps on top of new developments in the sector</li> </ul>

<p><b>Being supportive</b> - we support our colleagues, our service users and their families when they need us most</p>	<ul style="list-style-type: none"><li>• Promotes the company in a positive way at all times</li><li>• Strives for positive outcomes, especially when times are challenging</li></ul>
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