

## About Salix

Salix became a non-departmental public body in September 2020. This status enables government to directly fund the work of Salix, as it delivers projects on behalf of government funders. Salix is funded by Department of Energy Security and Net Zero (DESNZ), and the Scottish and Welsh Governments, and Salix provides professional and tailored support, to public sector organisations. This support enables and inspires local and national climate action in the transition towards a low-carbon future. These funding schemes are dedicated to enabling the public sector to reduce their carbon emissions to support Government's commitment to become net-zero by 2050.

The mixed financing portfolio of grants and loans to public sector organisations comes through the Public Sector Decarbonisation Schemes (PSDS), Public Sector Low Carbon Skills Fund (PSLCF), Public Sector Energy Efficiency Loans Scheme (SEELS), Scotland Public Sector Energy Efficiency Scheme, Wales Funding Programme and Salix Recycling Fund Scheme. The purpose of these schemes is to finance delivery of capital energy efficiency and heat decarbonisation projects within public sector non-domestic buildings, including central government departments and non-departmental public bodies in England.

Salix is now the Delivery Agent for the Social Housing Decarbonisation Fund (SHDF) and the Homes Upgrade Grant, (HUG).

Salix plays a key role in increasing the awareness across the public sector throughout the UK in the importance of energy efficiency and heat decarbonisation.

## Work life at Salix

For staff joining Salix we run a comprehensive induction programme to support staff to be successful at work. Every member of staff is part of a team and has a named line manager who helps you plan your work and manage your training and development. You will be encouraged to study for further industry qualifications, such as CMI.

Role	Internal Auditor
Department / Location	Manchester or London, Canary Wharf
Reports to	Head of Internal Audit
Package	£42,000per annum 28 days annual leave (excluding bank holidays) Cycle to work scheme Contributory pension scheme Employee support with public transport costs Supported training budget for staff Access to Employee Assistance Program
Overview	The audit team's purpose is to deliver a programme of risk-based audits of the Salix grant funded projects as well as internal audits of Salix's operations. The audits

	<p>are a key part of Salix’s role as delivery partner and delivery agent to DESNZ, providing assurance that grant funding has been used for the approved purpose and in accordance with the grant terms and conditions.</p> <p>This is an exciting time to join this recently formed audit team, working with colleagues at the forefront of climate and energy adaptation. The team plays an important role not only in providing an efficient and effective audit service but also in providing feedback through lessons learned and control improvements.</p> <p>The successful applicant will be a team player, pay close attention to detail and has the personal motivation to perform the role to the highest standards. You are punctual, flexible and responsive in how you approach your work, able to take the initiative and complete your work independently. You will also work collaboratively across teams to support a proactive approach to risk management, fraud and error mitigation in relation to the schemes.</p>
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> <li>• Undertake internal and grant audits in line with the approved audit plan</li> <li>• Complete audit files to agreed and professional standards</li> <li>• Keep the audit trackers updated</li> <li>• Draft quality audit reports and provide audit feedback at debrief meetings</li> <li>• Track agreed actions and recommendations</li> <li>• Work with others to identify and drive through control improvements</li> <li>• Further develop team systems, processes and procedures as part of continuous improvement</li> <li>• Escalate material findings promptly</li> <li>• Support with risk and fraud management and processes</li> <li>• Deliver related training and inductions to staff</li> <li>• Provide risk &amp; control advice and guidance to managers and staff</li> <li>• Work collaboratively, engaging in staff meetings and training events</li> <li>• Take responsibility for personal Health and Safety</li> <li>• Any other duties as appropriate and assigned by the Head of Internal Audit</li> <li>• Ensure the values of the company are demonstrated in all aspects of your work.</li> </ul>

## Appointment Process

Salix is an equal opportunities employer and has a policy of equal pay. Salix operates a probationary period for all new staff. This ensures people joining Salix can find out that the job meets their expectations and that Salix can support each member of staff in their role. This is on a fixed term, 12-week probationary contract. Successful completion of the probationary period will lead to an offer of employment contract.

The Person Specification for this position can be found in Appendix 1. All criteria outlined in the specification are considered essential and will be assessed through a combination of the application statement, CV and interview, including a presentation.

Candidates must demonstrate that they meet the qualifications, experience, skills and abilities listed in the Person Specification. In order that candidates focus on the experience, skills and abilities in the Person Specification, ten specific areas have been highlighted. Candidates should focus on these ten points in their written statement which should be no more than 1,500 words. Other aspects of the Person Specification will be evidenced from your CV and the final interview. See Appendix 1 for the [Person Specification](#).

Successful candidates are required to undergo and pass a DBS and BPSS security check to be employed by Salix. This will be carried out as part of the reference process, on receipt of the signed acceptance of a conditional offer.

## Appointment Timetable

- The position has been advertised on September 2023
- Applications will close on the post is appointed
- Shortlisted candidates will be invited to interview by mutual agreement
- Start in post by mutual agreement

## How to apply

1. If you wish to apply for this role, please submit the following to [John@nobulrs.com](mailto:John@nobulrs.com)
2. An up-to-date CV
3. Equality monitoring form ([available to download here](#))

Please specify in the application email the subject of the job title you are applying for and within the email where you saw the job posted.

## Key information about application

- Applicants must demonstrate through their CV and covering letter that they meet the qualifications, experience, skills and abilities listed in the [Personal Specification in Appendix 1](#).
- Please be aware that Salix will only accept applications which contain all the requested supporting documentation detailed above, and candidates that do not submit all requested documentation will not be contacted to submit a full application.
- All applicants must have the right to work in the UK and documentation is required to support this.

**Appendix 1 - PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>DESCRIPTION</b>	<b>ESSENTIAL / DESIRABLE</b>	<b>ASSESSED BY</b>
<b>QUALIFICATION</b>	Educated to degree level and/or professionally qualified/part qualified (IIA, ACCA, ACA, CIMA, CIPFA,)	E	AF
	Evidence of continuous professional development	E	AF
<b>EXPERIENCE</b>	A minimum of 3 years proven experience working in internal / external audit environment.	E	AF/I
	Knowledge and experience of relevant audit techniques	E	AF/I
	Prior experience of undertaking grant/project audits	E	AF/I
	An understanding of local and central government.	D	AF/I
	Excellent IT skills, including Microsoft Office applications, in particularly Microsoft Excel	E	AF/I
	Experience of computer- assisted audit techniques such as IDEA	D	AF/I
	Experience in establishing credibility and trust with key stakeholders, to build and extend influential networks	E	AF/I
<b>SKILLS AND ABILITIES</b>	Experience of making decisions through the analysis of relevant information and risk assessment.	E	AF/I/T
	Ability to work flexibly and proactively within a small team	E	AF/I
	Ability to manage, prioritise and deliver a number of audits within tight turnaround timescales without compromising quality	E	AF/I
	Excellent verbal and written communication skills	E	AF/I
	Fosters collaborative and co-ordinated working across teams and in partnership with other organisations	E	AF/I
	Presents a credible and positive image internally and externally	E	AF/I
	Analytical, investigative, accurate and quality-conscious work	E	AF/I
	Methodical approach, pays close attention to detail, ensuring work is delivered to a high standard	E	AF/I
	Ability to collate, process and interpret complex data	E	AF/I
	Self-motivated and good organisational skills	E	AF/I
	Ability to work independently with minimal supervision	E	AF/I
	Evidence of promoting the values of a company	E	AF/I
	Ability to effectively contribute at meetings	E	AF/I
	Ability to act with tact and diplomacy	E	AF/I
Handles sensitive material with strict confidentiality and in line with GDPR	E	AF/I	

**Key:** ✓ = key criteria **AF**= Application form, **I** = Interview, **T**=Test  
**P**=Presentation