

## **About us**

We're Salix and we're on a mission to help save the planet.

We enable and inspire organisations in the public and private sectors to achieve their ambitious net zero targets and create better places to live and work.

We're passionate about our work and proud to be on the journey with them.

We deliver government funding schemes to support councils, schools, housing associations, hospitals and universities boost their energy efficiency, reduce their impact on the environment, save money and remove households from fuel poverty.

We work with the UK government and the devolved administrations in Scotland and Wales. As well as managing the funding schemes, we provide professional advice, expertise and support to grant recipients throughout all stages of their projects.

We also offer insight, intelligence and influence by sharing knowledge and lessons learnt from project delivery to help improve future schemes and policy development.

We were created in 2004 and have been growing ever since. We now employ 200 people. Our principal office is in Manchester and we have a base at Canary Wharf in London.

We are wholly owned by the Department for Energy Security and Net Zero.

## **Why work for us?**

If you share our passion for addressing the urgent challenge of climate change and contributing to the UK's ambitious decarbonisation goals, we want to connect with you.

We offer fulfilling careers where every day brings exciting challenges and rewards.

You'll have the chance to leverage your skills and expertise to shape impactful projects, both large and small, making a meaningful difference across the UK.

Recognising that our employees are the reason for our success, we prioritise their wellbeing and professional development.

As proud holders of Investors in People and Carbon Literacy Project accreditations, we are committed to creating an environment where you can thrive.

As you'd expect, we offer a variety of benefits, activities and training opportunities to ensure you excel in your role and enjoy your time with us.

We're committed to equal opportunities and we're proud of the diverse workforce we have. We continue to grow the diversity of our people, promoting an inclusive culture.

Role	Fraud Officer
Department / Location	<b>Fraud Team - Manchester</b>
Reports to	<b>Fraud Manager</b>
Package	<p>£38,500-45,000 per annum pro rata – fixed term 6 month contract (maternity cover)</p> <p>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</p>
Overview	<p>We are looking for an experienced Fraud Officer to be responsible for undertaking the fraud, loss and error prevention work required across the Salix Public Sector and Housing schemes, as well as corporately. This is a critical role, as the organisation continues to grow and develop, to ensure that anti-fraud controls are built into the fabric of our ways of working, policies, procedures and monitoring functions.</p> <p>This new role sits within the recently formed Fraud Team and will work closely with audit, compliance, risk and other colleagues on fraud, risk and control issues, to provide an organisation-wide assurance service. The scope of the role will cover the whole of Salix and its Schemes.</p> <p>You will assist the Fraud Manager in conducting and reviewing fraud risk assessments across the business, for building and updating fraud management plans, assessing the organisation's fraud capabilities, raising awareness of fraud issues, and undertaking fraud investigations where required.</p> <p>To do this, you will need to build relationships with all supporting project-related and corporate functions including delivery partners, stakeholders and DESNZ. You will have significant experience of undertaking fraud risk assessments, assessing and advising on anti-fraud controls and undertaking fraud investigations. Experience working in compliance or risk management would be an advantage.</p>
Key Performance Objectives	<ul style="list-style-type: none"> <li>•To assist the Fraud Manager in building comprehensive and detailed fraud risk assessment processes across Corporate, Schemes, delivery partner and supply chains, as well as develop Fraud Management Plans.</li> </ul>

	<ul style="list-style-type: none"> <li>•To input on fraud policy, fraud investigations and provide advice and assurance on all fraud related matters (including also theft, bribery, corruption and whistleblowing).</li> <li>•To work with the Fraud Manager and others to assess the fraud capability in the organisation at a strategic and operational level and to implement actions to address this, including fraud awareness training, communications, and other targeted support.</li> </ul>
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> <li>•Assist the Fraud Manager to develop, implement and maintain robust and effective policies, procedures and fraud risk management systems to help Salix and stakeholders identify, manage, monitor and control fraud risk and prevent, deter and detect fraud. This will cover Corporate, Schemes, delivery partner and supply chain fraud risks.</li> <li>•To liaise with key stakeholders within Salix, DESNZ, the Delivery Partner and others to ensure there is an open and transparent relationship that will ultimately help proactively mitigate fraud risks.</li> <li>•To assist the Fraud Manager in reviewing fraud risk assessments and checks of Salix and the Delivery Partners' processes and systems, ensuring that the framework is being adhered to.</li> <li>•Extract and analyse data, investigate data integrity, generate metrics and perform data analysis. Produce reports on performance, investigations, plans and other reports as required.</li> <li>•Ensure continuous learning and improvement takes place in Salix about fraud risks and anti-fraud controls to help keep processes and systems effective and protect the organisation and grant schemes from fraud, misappropriation, and error.</li> <li>•Assist the Fraud Manger in delivering fraud awareness training and develop and disseminate fraud-related communications and targeted support.</li> <li>•Advise on or undertake fraud investigations where relevant and appropriate, including identifying improvement to controls and processes to mitigate fraud.</li> <li>•Undertake other duties as relevant, which may include support on wider risk management, quality assurance, compliance or other assurance functions.</li> </ul>
<p>Key Skills and Competencies</p>	<ul style="list-style-type: none"> <li>•Degree or equivalent professionally relevant qualification (e.g. Accredited Counter Fraud Specialist (ACFS))</li> <li>•Evidence of ongoing professional development</li> <li>•Experience with Fraud prevention and investigation</li> <li>•Experience with Risk assessment and management</li> </ul>

	<ul style="list-style-type: none"> <li>•Experience working with or for publicly funded bodies, including central /local government departments.</li> <li>•Experience of undertaking fraud risk assessments, implementing and assessing anti-fraud controls and advising on fraud policy and fraud investigations</li> <li>•Strong communication and interpersonal skills with the ability to work effectively and collaboratively with colleagues and external parties.</li> <li>•Experience of researching, analysing and communicating performance information to a range of audiences, including senior executives and external partners</li> <li>•Strong planning skills including scoping, prioritising, with the ability to self-manage commitments, deadlines and dependencies.</li> <li>•Self-motivated with the ability to prioritise and use initiative.</li> <li>•Experience of and ability to keep information confidential in the workplace.</li> <li>•Demonstrate and understand equal opportunities.</li> </ul>
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**Appointment Process**

Salix is an equal opportunities employer and has a policy of equal pay. 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.

Successful candidates are required to undergo and pass a DBS and BPS 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.

**How to apply**

If you wish to apply for this role, please submit all of the following to [John@nobulrs.com](mailto:John@nobulrs.com)

1. An up-to-date CV.
2. Equality monitoring form (available to download here).
3. A personal statement that demonstrates they meet the criteria listed

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

[John@nobulrs.com](mailto:John@nobulrs.com)

**Key information about application**

- Applicants must demonstrate through their CV and personal statement 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.

If you wish to apply for this role please: (if applicable)

1. Send an updated CV and personal statement to [John@nobulrs.com](mailto:John@nobulrs.com).
2. Complete the Equality monitoring form available here: [equality monitoring form equality act compliant 0 2.doc \(live.com\)](#)