



THE DONKEY SANCTUARY

WORKING WORLDWIDE

APPLICATION PACK

HEAD OF AUDIT AND ASSURANCE

The Donkey Sanctuary
Sidmouth
Devon
EX10 0NU
England
00 44 (0) 1395 578222



PRINCESS ROYAL
TRAINING AWARD
2016



Application Information

The Donkey Sanctuary is a UK based charity working worldwide to improve conditions for donkeys and mules.

Mission Statement

To transform the quality of life for donkeys, mules and people worldwide through greater understanding, collaboration and support and by promoting lasting, mutually life-enhancing relationships.

Strategic Objectives

- Never to turn away from donkeys and mules in need and provide lifelong care for them in the UK and Ireland;
- To reduce the suffering of domestic and working donkeys due to neglect, ill-treatment, illness, ignorance and injury;
- To improve the lives of both donkeys and people through positive human donkey interactions;
- All staff and partners embody our core HR values of professional competence, excellent communication, team work, effective use of resources and personal effectiveness, so acting as valuable ambassadors for The Donkey Sanctuary.
- To incorporate our three core values; compassion, collaboration and creativity in all that we do.

Guidance for Applicants

Applications

Applications for this vacancy should be made through the submission of a curriculum vitae, together with a covering letter stating why you are applying for the post.

The Donkey Sanctuary is committed to recruiting the best people to fill our vacancies in a fair and equitable way. We are an equal opportunities employer and all appointments are made on merit. Short listing is carried out by assessing the information you provide against the requirements of the role as detailed within the Person Specification (Essential Criteria) within the Job Description.

Employment of Ex-Offenders

Appointment to this post is not subject to a DBS Disclosure.

Unspent Convictions

All/any unspent convictions are requested to be listed in the covering letter accompanying your application. Please note that unspent convictions apply to any conviction within the last 5 years.

Qualifications/Examination Certificates

Candidates called to interview should bring originals of all certificates to interview.

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Steph Kinsella, Resourcing Manager, on 01395 573127 or email Stephanie.Kinsella@thedonkeysanctuary.org.uk

Returning Your Application

To apply for this vacancy please email your curriculum vitae and covering letter to applications@thedonkeysanctuary.org.uk.

Contacting Applicants

Short listing of applications can often take up to **10 working days**, but we will **always** notify you about how we shall be proceeding with your application. The Donkey Sanctuary will use email correspondence wherever possible to contact applicants. Please check your emails regularly, including your junk folder. If you do not have an email address, it is important that you provide us with alternative contact details.

All applications will be kept on file, confidentially within the Human Resources Department for a period of 12 months.

Closing Date

All applications need to be received by 12.30pm on Thursday 5th April 2018

Employment Package

Contract

This is a full-time, fixed term maternity cover contract starting on 1st May 2018 until January 2019, working 35 hours per week, Monday - Friday.

This is a multi-site, 7-day operation and therefore there may be some requirement to work flexibly to meet the needs of the Charity.

Salary

The starting salary for this role is £45,000 -£50,000 per annum, pro rata for the duration of the contract.

Holiday

31 days holiday per year, inclusive of the 8 statutory public holidays, pro rata for the duration of the contract. This increases by one day each year until a maximum of 34 days (pro rata for part time employees) is reached.

Probationary Period and Review

Your probationary period will be 6 months. During this period, should either you or the Charity wish to terminate your employment, your notice period shall be 1 month. After 6 months of employment the notice period is 3 months.

Performance Reviews

Employees have the opportunity of a probationary review meeting with their Manager at the end of their probationary period.

Pension Scheme

The Charity values its employees and believes that pension contributions are an important part of the benefit package offered. The Donkey Sanctuary exceeds the government recommended rate amounts as shown in the table below:

Band	Employer Contribution	Employee Contribution
1 - 9	5.5% of annual salary	2.5% minimum
10 - 17	7.5% of annual salary	3.5% minimum
Executives	10.5% of annual salary	4.5% minimum

The scheme is administered following government set auto enrolment rules. New members of staff will receive an information sheet from Human Resources as part of their starter pack which explains the scheme and the postponement rules. A mandatory postponement letter will be generated by payroll and distributed with your first month's payslip, this will also provide details on eligibility and early opt-in instructions. After three months of employment you will be assessed, following current government auto enrolment criteria, and, if eligible, will be auto-enrolled into The Donkey Sanctuary Group Personal pension scheme.

Job Description

Post Title:	Head of Audit and Assurance
Department:	Audit and Assurance
Band:	17
Responsible to:	Chief Executive, Trustees, Finance & Governance Committee and Director of Finance.

Overall Purpose

To manage the Internal Audit function for The Donkey Sanctuary and its branches and subsidiaries in accordance with the approved I Audit and Assurance Charter. Ensuring that the Internal Audit function provides an objective and independent assessment of the adequacy of The Donkey Sanctuary's internal systems and controls, including the systems for appropriate identification and evaluation of risk including compliance with applicable law and regulation. To draw any weaknesses or shortcomings noted to the attention of Executives and Senior Managers, making recommendations for improvements to existing systems where necessary and advise on their implementation.

Main Duties and Responsibilities

- To work with the Trustees, Executive and Senior Managers of the charity to identify and assess the major risks faced by the organisation (including all subsidiaries, branches and companies associated with the organisation) and to document the effectiveness of internal controls used to manage and address those risks;
- Providing leadership to the Department, assessing the effectiveness of the risk management and governance processes across the organisation through a well planned and targeted programme of audit tests. Interrogating systems and processes across all areas of the charity the team will generate and communicate structured and proactive feedback to Trustees, Finance & Governance Committee and senior management on their efficiency and make recommendations for improvements and advise on the implementation of these recommendations where necessary;
- To assist management in remote locations in the training of staff in key risk management and accounting procedures and controls;
- To conduct ad-hoc investigations into specific areas of concern as they arise, as identified by the Trustees, Finance & Governance Committee, Chief Executive or Director of Finance requiring independence and objectivity;
- To coach, train, and develop Audit & Assurance team members.
- Leading the Audit and Assurance team, the role will deliver effective team and resource management skills through the application of performance measurement and personal development planning. Linked to the strategic plan and through application of KPI's and performance measurement the role will cascade SMART objectives for staff and actively manage progress through interim reviews and active engagement with the team.
- To manage the co-sourcing arrangement;
- To co-ordinate plans and reports with the external auditors in order that each is aware of the others activities and areas of concern, including the action of follow-up recommendations arising from the external auditors' management letters;
- To liaise with external auditing firms and consultants to carry out audits and other reviews as necessary;

- To provide timely audit and assurance reporting to the Trustees;
- To provide timely departmental performance measurement reporting to the Director of Finance, CEO and Trustees;
- To carry out any other reasonable duty as may be required.

Responsibilities of all Donkey Sanctuary Employees

- To work within the Charities' guidelines with regard to conduct, recognising its policies with regard to equality, and showing respect and co-operation towards fellow colleagues;
- Under Health & Safety legislation, all staff must work in the safest possible way in order to ensure their Health & Safety and that of all others who may be affected by their actions;
- Demonstrate a commitment to continuing personal development;
- To co-operate with management and colleagues to promote good communications through sharing appropriate information and building positive working relationships.

Responsible to: Chief Executive, Trustees, Finance & Governance Committee and Director of Finance.

Responsible for: Audit Team Members.

Communication Links

Internal:

- Trustees, Chief Executive and Director of Finance – to present findings or risk reviews and management information;
- All departmental managers – to assess risk management procedures;
- Most departmental staff – to understand systems and processes sufficient to make risk assessment;
- Audit & Assurance team members – to manage, coach, train and develop.

External:

- Networking groups, such as Charities Internal Audit Network – to liaise with and share best practice;
- External data handlers – to carry out audits and process reviews;
- External financial auditors, UK and overseas – to co-ordinate plans and reports;
- HMRC – to confirm tax treatment of certain transactions;
- ICAEW – to administer team members' training contracts, qualifications and membership;
- Training organisations – to co-ordinate the training of the ACA qualifications of team members;
- External auditing firms – to engage and liaise with on audit reports and other reviews.

Hours

35 hours per week, Monday to Friday; however, due to the nature of the role a flexible approach needs to be adopted particularly during periods of heavy workload.. This is a multi-site, 7-day operation and therefore there may be some requirement to work flexibly to meet the needs of the Charity.

Location

There may be occasions when the post holder may be requested to work at another location considered reasonable by the Charity.

Person Specification

Knowledge and Skills

Essential:

- A recognised professional qualification;
- A detailed knowledge of the principles and practices of auditing and risk assessment with particular emphasis of the principles and application of good corporate/charity governance, business and operational risk and control processes and procedures;
- A knowledge of computerised accounting and auditing record keeping systems;
- Ability to gather, analyse and evaluate facts and to prepare and present concise reports both written and verbal;
- An ability to manage priorities and workloads effectively;
- An ability to establish and retain effective working relationships with Charity staff and to communicate clearly and effectively;
- An ability to manage, coach, train, and develop members of the Audit & Assurance team;
- An ability to work unsupervised and a willingness to travel away from home when required.

Personal Attributes:

- Ability to present a positive professional image of The Donkey Sanctuary at all times;
- Ability to demonstrate tact and diplomacy in dealing with sensitive and confidential matters;
- Ability to demonstrate the ability to establish, build and maintain successful relationships with staff;
- Recognises the importance of customer service and strives to deliver high standards;
- Demonstrates an understanding of the importance of data security;
- Self-motivated with a flexible attitude.

Note:

To reflect any changes within the Charity during the next few years, the scope of this role will be regularly reviewed and may evolve to meet those needs. Any changes will be agreed in advance with the post holder and confirmed in writing.