

Job title: Financial Services Systems Manager

Job ref: HFL1431

Hours: Full-time, 37hrs per week.

We will consider applications for part-time working, but the role is advertised on a full-time basis based on operational considerations.

Salary band: Band 5 - up to £40,000 FTE p.a plus excellent benefits

Contract: Permanent

Reports to: Head of Financial Services

Team: Systems Team

Location: Hybrid working – consisting of remote working, flexibility required to travel to client settings as required, and up to 2 days per week in our Head Office in Stevenage, Hertfordshire as required.

Our company

Herts for Learning (HfL) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HfL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

Job context

The successful applicant will lead and manage the Financial Services Systems Team, which is a key function within the wider Financial Services Team in HfL.

Our Financial Services Team provide support to a wide client base of schools, settings and academies with advice and guidance to facilitate their effective financial reporting and competence, in line with their responsibilities and compliance. This is a vital aspect of educational establishments; the integrity of financial information and budgetary controls aid effective decision making and help direct the utilisation of resources by education leaders. Our support is delivered through a range of traded services including bookkeeping, budget monitoring and financial management services.

The Systems Team support, develop and implement financial software and processes which are used by schools and academies, ensuring that they comply with

published statutory, Academies and/or Local Authority reporting requirements as required.

The Team create and deliver guidance and training to schools and academies end-users on finance applications, and the use of finance software. They also provide a helpline facility used by schools, academies – as well as our financial advisors who are deployed to work with clients - when they have finance and software queries.

Purpose of the job

The post holder will lead, develop and manage a small team in order to ensure an effective service is provided to internal and external stakeholders as described above. This requires the ability to plan and prioritise their time and resources, working closely with their team and key contacts to ensure deadlines are defined, agreed and met.

They are expected to maintain a strong up-to-date knowledge of school finance, interpret how this affects schools as customers, and ensure this is translated into the HfL systems provision, guidance and resources which assists keeping clients and HfL advisors up-to-date and fully compliant.

Keeping well-informed of Governmental sector guidance, liaising with key commissioners and stakeholders, e.g. Hertfordshire County Council, other teams within HfL, and 3rd party software providers, are requirements in this post.

This role will also include leading projects on selected systems developments, including the development and implementation of a framework of procured third-party finance systems. This will provide existing and new HfL clients with access to a wider range of education finance and budgeting system solutions, to select as most appropriate for their needs, obtained via HfL as a retained service provider. The role will include working with clients using our framework to ensure the successful migration, implementation and training on their new finance systems.

Travel to client schools or other locations may be required in order to support training, team meetings, etc. Therefore, the ability to reach different locations by car will be essential and if you drive then a full driving licence and appropriate car insurance will be required.

Main areas of responsibility

- Lead and manage a team of 3 Finance Systems – Helpline Advisors and 2 Finance Systems Specialists.
- Delivery, development and support of finance software, tools, processes and understanding to schools and academies ensuring that they have robust finance systems.
- Act in a Project Manager capacity to oversee and implement the HfL Financial Services Finance Systems Procurement Framework, working with internal and external stakeholders.

- Act as main point of contact for 3rd party suppliers.
- Ensure finance systems meet relevant statutory and national/local Hertfordshire County Council requirements and enable financial management and budgetary control in schools and academies.
- Generate and deliver training and guidance materials to customers and the Financial Services team.
- Maintain a working knowledge of our supported systems and to maintain a strong knowledge of the work our team provides in schools.
- Keep up-to-date with school and academy finances liaising with 3rd parties as appropriate.
- Manage and staff the helpline and support the helpline staff contributing to the continual development of our helpline as an area for sharing best practice, support, training and knowledge for both external and internal customers.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

Person specification

Knowledge

- Financial accounting experience
- Knowledge of budget setting and budget monitoring
- AAT/ full or part qualified CCAB / CGMA qualified is desirable
- Finance software knowledge; RM Finance, Sims FMS. Sage, Access Finance and Budgeting would be an advantage.
- Project and development processes and deliverables
- Training delivery methods, both face to face and remote.
- Knowledge of School/Academy financial processes would be an advantage.
- Customer focus

Experience of

- Using a range of different finance systems
- Extracting, analysing, interpreting and communicating financial information.
- Explaining complex information effectively onto budget holders and managers whom are not finance professionals.
- Developing and delivering training and guidance to end-users and/or managers
- Experience of working within an educational establishment or central support function, would be a benefit but not essential
- Managing your work and diary to meet service standards and project deadlines, keeping others aware of progress as required and agreed
- Customer focus and relationship management
- Keeping up to date, ideas generation and influencing change

Skills and abilities

- High level of organisation skills with ability to plan, manage and delegate work to achieve results and meet deadlines
- An enthusiastic person who is diligent and can ensure appropriate attention to detail in e.g. published training resources
- Ability to learn, interpret, and relate to real-life customer needs and translate financial information well in a relevant way to the customer.
- Ability to generate, train and deliver guidance face to face or remotely using appropriate tools and delivery methods.
- Good IT knowledge particularly Microsoft Excel
- Ability to work independently, remotely and whilst working well within and contributing to the team
- Good collaboration, communication and interpersonal skills
- Strong customer service ethics
- Ideas generation and influencing skills.

Equal Opportunities

HfL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HfL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Black Lives Matter statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HfL post, where we have 2 or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

Disclosure and Barring Service

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Intellectual property rights

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

APPLICATION PROCESS

For an informal discussion regarding the role, please contact Stephen Shaw via email on Stephen.Shaw@hertsforlearning.co.uk and provide your mobile contact so that a mutually convenient time can be arranged to discuss the role.

To apply, email hfl.recruitment@hertsforlearning.co.uk with an up-to-date CV, along with a cover letter to include responses to the following questions to help illustrate how you meet the requirements of the job outline and person specification:

1. Please explain why you are applying for the role.
2. What experience do you have of managing teams?
3. Please list the Finance / Budgetary Systems you have experience of working with.
4. What experience do you have of implementing new finance systems – either in your own workplace or into a clients' organisation?
5. Please provide a summary of your experience in managing projects to successful outcomes.
6. Please detail any experience you may have of liaising with third party suppliers.
7. What experience do you have of working with, or overseeing, a helpline-type service?

As part of our move towards eradicating unconscious bias within the recruitment process, we will be anonymising your forms.

To help HfL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HfL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

The Central Recruitment Team can also be contacted on the hfl.recruitment email address for any recruitment queries.

Closing Date: **Monday 6th June 2022 at midday**

Interview Date: **Wednesday 15th and Thursday 16th June via Microsoft Teams**

In the event you are shortlisted, please ensure you are available for the Interview dates stated above.