

Job title:	Bookkeeper
Job ref:	HFL1436
Hours:	22.2 per week, Term Time plus 2 weeks (40 weeks)
Salary band:	Band 4 FTE £23,125 to £25,125 p.a
Contract:	Permanent
Reports to:	Academies Finance Manager
Team:	Academies Finance Team
Location:	Hybrid working consisting of remote working, with an opportunity to work up to 2 days per week in our Head Office in Stevenage, Hertfordshire if desired.

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 Academies Finance and Business Management Services Team provides a wide range of financial reporting and financial management services to support maintained schools, academies and free schools primarily in Hertfordshire. Our services include accounting support to schools, comprised of bookkeeping, management accounts and year end support, as well as more complex consultancy and one-off project work.

Purpose of the job

The post holder will be responsible to contributing to the delivery of high quality financial reporting and budget management services to our customers in schools maintained by Hertfordshire County Council.

Main areas of responsibility

- To process and input all financial transactions into schools' accounting systems to include:
 - Purchase ledger and non-purchase ledger items
 - Sales ledger items
 - Other income and expenditure
 - Month end journals
- To work with a variety of financial management systems
- To upload monthly payroll reports into the budgeting software for monitoring, and reconciling all balances
- To deliver digital services remotely, either working from home or with the option to work centrally in our main office in Stevenage up to two days a week.
- To complete the month end processes including bank reconciliations and balance sheet reconciliations
- To work independently delivering transactions services.
- To ensure that all activities promote the organisation's values and behaviours

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

- Experience of using a financial management system - essential
- Experience working with PS Financials, Sage for Education or Access Education Finance - desirable
- AAT qualified or equivalent accounting experience - essential
- Ability to demonstrate your experience of using and applying financial regulations and procedures in your work - desirable
- Willingness to learn new skills and systems with a desire to continually improve and develop the service - essential
- A keen interest in working in the area of the financial management of schools - essential
- Committed to providing excellent customer service when supporting schools - essential
- Highly numerate with a meticulous eye for detail - essential
- Enthusiastic, pro-active, reliable and capable of working alone with the minimum of supervision or as part of a team to support the delivery of services - essential
- Highly organised and able to plan and manage work to achieve results and meet deadlines - essential
- Ability to communicate well with others, both verbally and in writing - essential
- Proficient use software packages such as Microsoft office and in particular Excel - essential

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 [Anti-racist position 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 Louise Shaw on 07931 530320 or email louise.shaw@hertsforlearning.co.uk

