

Job Outline

Transaction Partner
HFL1439
37 hours per week, Term time only plus 2 weeks (40 weeks) (part-time hours will be considered)
Band 3: FTE £21,164 p.a plus excellent benefits. Pro-rated to £18,833 p.a.
Permanent
Service Delivery Manager - Transaction Service
Financial Services Transaction Service
Currently based in Robertson House, Stevenage. Hybrid working will be available once the business has a higher volume of digital schools.

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 Financial Services Team provides a wide range of financial reporting and financial management services to support maintained schools, academies and free schools primarily in Hertfordshire.

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

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- Other income and expenditure
- Month end journals
- Calculate and enter accruals
- To complete the month end processes including bank reconciliations, mismatch corrections and system reconciliations.
- Update Finance software by following FS Bulletins.
- Post Fund Accounts where customers buy this service.
- To work independently delivering transactions services, meeting agreed service delivery dates.
- Deliver a customer focussed service delivery to schools and Lead Advisers.
- 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

Please provide a supporting statement outlining why you are applying and how you meet the criteria below;

Knowledge / Experience of

- Experience of using a financial management system. Essential
- RM Finance or FMS Desirable. Full training will be given
- Working in a busy environment and meeting deadlines Desirable
- Understanding of school finance Desirable
- Strong bookkeeping background, general accountancy experience Essential

Skills and abilities

- Highly numerate and accurate Essential
- Committed to the delivery of excellent customer service Essential
- Highly organised and demonstrate an ability to plan and manage work to achieve results and meet deadlines. Essential
- A team player, able to work proactively within a team to support the delivery of services. Essential
- Enthusiastic, flexible, reliable, capable of working alone with the minimum of supervision. Essential
- Be able to demonstrate a genuine desire to continually improve and develop our service. Essential
- Committed to supporting schools, by the delivery of high quality financial management advice on the use of their resources. – 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 <u>Anti-racist position statement</u> 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 Amanda Evett on 07580 787115 or email <u>Amanda.evett@hertsforlearning.co.uk</u>

To apply, email <u>hfl.recruitment@hertsforlearning.co.uk</u> with a detailed CV along with a cover letter to include responses to the following questions:

- 1. Why do you feel you would be suitable for this role?
- 2. Please state your proficiency level (basic/intermediate or advanced) with Microsoft Excel, detailing your knowledge.



- 3. Please can you detail the finance packages you have previously used.
- 4. Scenario You have 3 schools which require data entry, School 1 has provided 25% of the information required to meet the deadline for 31st August, School 2 has provided 50% of the information required to meet the deadline for 18th October, School 3 has provided all of the information required to meet the deadline for 11th November. You have chased both School 1 and 2 for the additional information.

Please state how you would prioritise the data entry for each school along with any additional/ necessary actions you may take.

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

For recruitment queries, our Central Recruitment Team can also be contacted on the hfl.recruitment email address above.

To help HfL make sure our policies and working practices are inclusive and nondiscriminatory 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.

This job advert may close as soon as sufficient applications have been received. To make sure you don't miss out on this great opportunity, please submit your application as soon as you can.

Interviews will be taking place remotely.