

<b>Job title:</b>	Transaction Partner
<b>Job ref:</b>	HFL1439
<b>Hours:</b>	37 hours per week, Term time only plus 2 weeks (40 weeks) (part-time hours will be considered)
<b>Salary band:</b>	Band 3: FTE £21,164 p.a plus excellent benefits. Pro-rated to £18,833 p.a.
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Service Delivery Manager - Transaction Service
<b>Team:</b>	Financial Services Transaction Service
<b>Location:</b>	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



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 Amanda Evett on 07580 787115 or email [Amanda.evett@hertsforlearning.co.uk](mailto:Amanda.evett@hertsforlearning.co.uk)

To apply, email [hfl.recruitment@hertsforlearning.co.uk](mailto:hfl.recruitment@hertsforlearning.co.uk) 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 31<sup>st</sup> August, School 2 has provided 50% of the information required to meet the deadline for 18<sup>th</sup> October, School 3 has provided all of the information required to meet the deadline for 11<sup>th</sup> 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](mailto:hfl.recruitment) email address above.

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.

**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.**