

<b>Job title:</b>	Finance Assistant
<b>Job ref:</b>	HFL1438
<b>Hours:</b>	37 hours per week (with an option for term-time only)
<b>Salary band:</b>	Band 4: FTE £22,733 - £25,000 p.a. (Pro-rata for reduced hours)
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Management Accountant
<b>Team:</b>	Company Finance
<b>Location:</b>	Hybrid working with an expectation of 1 or 2 days a week in the Head Office in Stevenage.

## 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 finance team plays a key role in ensuring our business operates efficiently, managing the end-to-end financial procedures for the organisation. The team works across business units to ensure financial controls are being exercised effectively, that cash is collected efficiently, and vendors are paid promptly.

## Purpose of the job

Play a key role as part of a busy finance team, working in a diverse and dynamic company. Ensure transactional processes are operating efficiently and accurately, and financial controls are being followed.

The post will report to the Management Accountant.

## Main areas of responsibility

- Ownership of the company debt collection process, ensuring outstanding debt is chased and collected

- Accounts payable processing, ensuring the timely payment of vendor invoices
- Supporting month-end procedures to ensure closure of monthly accounts
- Providing information for internal reporting, particularly around year-end closure and in support of audit work
- Preparation and uploading of journals to the general ledger
- Preparation of income information for billing
- Ownership of business administrative tasks such as monitoring shared mailbox and voicemail, answering telephone calls, responding to customer queries, basic administration duties

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 and Experience

- Knowledge of standard transactional work within a finance team - Essential
- Working as part of a finance team - Essential
- Processing of accounts payable invoices - Essential
- Contributing to a debt collection process - Essential
- You will need to be a proficient user of Excel - Essential
- You will have experience of using a finance general ledger system, ideally NetSuite - Desirable

### Skills and abilities

- The ability to pick up tasks very quickly, and take learnings on board- Essential
- Excellent verbal and written communication skills- Essential
- A high level of attention to detail- Essential
- Strong numeracy skills- Essential
- To be able to work flexibly and prioritise tasks, working with good organisational and time management skills- Essential
- To use your own initiative, but also know when matters need to be referred to a supervisor- Essential
- To be a team player, able to work within the finance team, but also with staff of different levels from across the company- 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 Mashuda Choudhury on 01438 544479.

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. Please state your proficiency level (basic/intermediate or advanced) with Microsoft Excel, detailing your knowledge.
2. Please can you detail the finance packages you have previously used?
3. How would you build a relationship with colleagues in your team when the majority of the work will be completed remotely?
4. Why do you feel you would be suitable for this role?

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.

**Closing Date:** 30/08/2022 at 9:00 am

**Interview Date:** 6<sup>th</sup> September 2022 in Stevenage.