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| Job title: | Finance Business Partner |
| Job ref: | HFL1442 |
| Hours: | Part time working at 29.6 hours (4 days), or 37 hours (5 days) per week, Term Time plus 2 weeks (40 weeks). |
| Salary: | FTE Up to £31,000 per annum Pro-rated salary for 4 days, 40 weeks: *£22,069 p.a Pro-rated salary for 5 days, 40 weeks: *£27,586 p.a (*inclusive of 6.4 weeks paid holiday entitlement) |
| Contract: | Permanent |
| Reports to: | Financial Service Delivery Manager |
| Team: | Financial Services |
| Location: | Hybrid working consisting of remote working, with flexibility required to work across educational settings in Hertfordshire, and for occasional visits to Robertson House, 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 HfL Financial Services team provides a wide range of high quality accounting and financial management services to support schools, academies and free schools primarily in Hertfordshire. Our Schools Financial Business Partners support a portfolio of schools and academies with the provision of accurate and timely accounting services. They provide advice on both the school's current financial position and future projections as well as financial guidance to support the school's aims of continually driving forward the quality of teaching and learning.

We are looking for people who have a sound understanding of accounting, budget planning and monitoring and wish to develop a career in education finance. We are also looking for people who would like to work from home as well as schools to support their portfolio of schools.

Our 'working from anywhere' approach provides colleagues the opportunity to work flexibly in line with their role requirements. This consists of working on-site across various schools and settings, remote working and, if desired, up to 2 days per week in our Head Office in Stevenage, Hertfordshire.

Purpose of the job

The post holder will become a key financial partner to the leadership of the schools in their portfolio, delivering accounting services and ensuring that school leaders are accurately informed about their financial position and future projections. Fully supported by our friendly team, the post holder will also be able to confidently advise school leaders on changes in the financial environment affecting schools and academies. We support our team by delivering training, support and mentoring, both digitally and face to face.

Main areas of responsibility

The team operates remotely to support schools, mostly working from home, with some in-school work. The ability to reach different locations by car will be essential, if you drive, then a full driving licence and appropriate car insurance will be required.

- To provide our customers and colleagues with clear and accurate guidance on the key financial policies, practices and requirements of Hertfordshire County Council.
- To provide bookkeeping and accountancy to schools on a traded basis, including budget monitoring and forecasting support. This will include providing advice and information on the schools' financial performance against their plan and the ability to advise on areas of education finance that may affect the school now and in the future.
- To provide budget management services to schools on a traded basis. This will include budget planning, consultations and medium-term financial planning and forecasting, supporting school leaders to produce a budget and financial plan that supports the strategic plans of the school.
- To complete and submit to schools for approval all financial returns as required, ensuring that the schools are compliant with their financial reporting responsibilities.
- To deliver Headteacher and school leader consultations on financial management compliance and controls to provide schools with assurance on their financial processes and procedures; and to support the schools' and local authority's commitments to achieving national financial management standards.
- To supervise, coach and mentor more junior members of staff to ensure effective and joined up delivery of financial services to supported schools.

- To provide and support staff in the delivery of helpline services on our supported software.
- To deliver financial management and planning services using our supported software to a portfolio of schools.

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

- A keen interest in working in financial management of schools - Desirable
- A proactive person who is organised and committed to financial service delivery - Essential
- Ability to prioritise and manage time effectively - Essential
- The ability to build effective relationships, inspiring trust and confidence in others - Essential
- Proven accounting experience - Essential
- AAT full or part qualified - Desirable
- Committed to providing a range of accounting and budget planning services to a high standard, to support school leaders in managing their resources effectively - Essential
- Capable of producing a budget report and financial forecast with a high level of accuracy and attention to detail - Essential
- Ability to effectively convey financial information to audiences at all levels, including Headteachers and governors, both verbally and in writing - Essential
- Capable of working independently and remotely with minimal supervision - Essential
- Experience of using a financial management system - Desirable
- Ability to demonstrate your experience of using and applying financial regulations and procedures in your work - Essential
- The ability to confidently use software packages such as Microsoft Office, including Excel – Essential

The ability to reach different locations by car will be essential, if you drive, then a full driving licence and appropriate car insurance will be required.

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 Helen Harding via email at helen.harding@hertsforlearning.co.uk. If you would like an insight into the role from an employee's perspective, please contact hfl.recruitment@hertsforlearning.co.uk.

To apply, email 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. Detail the financial systems you have utilised or are familiar with.
3. What experience do you have working with multiple customers, often with conflicting deadlines?
4. a) Give an example of provision of financial information to stakeholders.
b) How would you ensure that the information has been understood?

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 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 take place via Microsoft Teams.