

JOB OUTLINE

Job title:	Financial Accountant – Academy Finance
Hours:	Part-time at 22.2 hours per week TTO+2 weeks per year
Contract:	Permanent
Reports to:	Business Consultancy & Academies Finance Manager
Team:	Academy Finance
Location:	Hybrid working consisting of remote working, flexibility required to work across educational settings in Hertfordshire along with occasional visits to Bank House.

OUR COMPANY

HFL Education (Formerly Herts for Learning) 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 Academy Finance team provides strategic financial consultancy, financial management and assurance services to academy trusts and schools. We work alongside trustees, accounting officers, chief financial officers, chief executive officers and senior leaders to strengthen financial sustainability, governance and decision-making.

PURPOSE OF THE ROLE

The post holder will provide high-quality strategic finance, assurance and leadership support to academy trusts and schools. Acting as a trusted adviser, they will help clients address complex financial challenges, build organisational capability and plan confidently for the future. The role will also contribute to the development of HFL's academy trust service portfolio, ensuring our support remains relevant, responsive and valuable to clients.

MAIN AREAS OF RESPONSIBILITY

- Provide strategic financial advice, including long-term planning, budget setting, financial modelling and recovery planning.
- Provide interim CFO support and mentor or coach finance leaders to strengthen confidence, capability and strategic impact.
- Prepare, review and interpret management information, statutory accounts and financial reports for senior leaders and boards.
- Lead complex financial accounting assignments, forensic reviews and investigations, presenting clear findings and proportionate recommendations.
- Deliver internal scrutiny and assurance work, including review of financial controls, governance and regulatory compliance.
- Support academy conversions, trust growth, mergers and other organisational change projects, working effectively with key stakeholders.
- Develop and deliver training, tools and guidance for clients and colleagues.
- Contribute to service development by identifying emerging needs, shaping practical solutions and supporting sustainable growth.
- Undertake peer review and quality assurance, sharing technical knowledge and supporting consistent, high-quality delivery.
- Manage a portfolio of client work, balancing priorities and maintaining clear communication, accurate records and agreed deadlines.

PERSON SPECIFICATION

Qualifications and professional development

Essential

- Fully qualified accountant with a recognised qualification, such as ACA, ACCA, CIMA, CIPFA or ICAS.
- Evidence of relevant continuing professional development.

Desirable

- A relevant qualification in internal audit, fraud or forensic accounting, coaching or mentoring.

Knowledge and experience

Essential

- Substantial strategic financial management experience, including advising senior leaders and boards.
- Experience of preparing or reviewing statutory accounts and interpreting complex financial information.
- Experience of leading complex financial projects and delivering clear, practical outcomes.
- Experience of assessing financial controls, identifying risk and recommending proportionate improvements.

Desirable

- Experience in academy trust finance and of working as a CFO, Deputy CFO or Head of Finance.
- Experience of providing interim CFO cover or mentoring finance professionals.
- Experience of academy trust growth, merger or conversion projects.
- Experience of forensic accounting reviews, financial investigations or internal scrutiny.

Skills and behaviours

- Builds credible, trusted relationships and communicates with clarity, confidence and professional judgement.
- Turns complex financial information into concise analysis, practical advice and well-reasoned recommendations.
- Works independently, takes ownership and uses sound judgement, while contributing positively to a collaborative team.
- Plans and prioritises effectively across competing client needs, maintaining quality and meeting deadlines.
- Approaches sensitive or challenging situations with discretion, objectivity and empathy.
- Is committed to learning, sharing knowledge and supporting excellent outcomes for schools, trusts and their pupils.

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.

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.