

<b>Job title:</b>	Schools Financial Adviser
<b>Job ref:</b>	HFL1291
<b>Hours:</b>	37 per week (4 days per week will be considered) Term time plus two weeks. Fulltime may be considered.
<b>Salary band:</b>	Band 4 FTE £23250 to £27000p.a. (depending experience) (Pro rata for roles less than fulltime)
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Service Delivery Manager
<b>Team:</b>	Financial Services
<b>Location:</b>	East or South or West Hertfordshire

## Our company

Herts for Learning Ltd (HfL) is the UK's largest schools company. Developed from Hertfordshire Local Authority's education services, the company is now owned and accountable directly to schools, which hold 80% of the shares, and with Hertfordshire County Council (HCC) owning 20% of the shares.

HfL provides trusted, inspirational and collaborative teaching, learning, leadership and business support to schools and education settings in Hertfordshire and beyond. With our not-for-profit ethos at the heart of what we do, we are dedicated to raising standards and improving teaching and learning, we work closely with schools to ensure that our products and services meet their continually changing needs.

## 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 advisers 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. The ability to travel to schools is essential and therefore a driving licence and use of vehicle is required.

## **Purpose of the job**

The post holder will become a key adviser to their portfolio of schools, delivering accounting services and ensuring that school leaders are accurately informed about their financial position and future projections. Fully supported by our 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 advisors with regular training updates and mentoring support to ensure we are up to date in this fast changing area.

## **Main areas of responsibility**

- 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, accountancy and budget management services to schools on a traded basis. This will include budget planning consultations, strategic forecasting, advice on financial systems and procedures, cash-flow management and compliance with financial standards.
- To provide financial planning and forecasting support to schools, including supporting school leaders with the preparation of the school's annual budget and the generation of forward financial projections and budget models linked to the schools development plan.
- To complete and submit to school for approval all financial returns as required ensuring the school is compliant with its 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 support the schools and authorities commitment to achieving national financial management standards in school.
- 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 FS supported software.
- To deliver financial management and planning services using FS 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.

## Equal Opportunities

HfL is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

## 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.

## Person specification

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

- An enthusiastic person who is organised, diligent and hard working. You must have a confident personality and be proactive in their work.
- Good communications skills and the ability to effectively convey financial information to audiences at all levels, including Headteachers and governors.
- Strong time management skill and the ability to build effective relationships.
- Excellent attention to detail, capable of producing a budget monitor and financial forecast with a high level of accuracy and attention to detail.
- Capable of working independently with minimal supervision.
- Committed to providing a range of services from bookkeeping, accounting and budget planning services to a high standard to support school leaders in managing their resources effectively.

## SKILLS AND QUALIFICATIONS

- A keen interest in working in the area of the financial management of schools.
- AAT/ full or part qualified CCAB / CGMA or equivalent accounting experience.

- Ability to communicate well with others, both verbally and in writing
- Ability to demonstrate your experience of using and applying financial regulations and procedures in your work
- Ability to use software packages such as Microsoft office and in particular Excel.
- Experience of using a financial management system.

Full training will be provided.

For an informal discussion regarding the role, please contact Alison Adams on 01438 843299 to arrange.

## APPLICATION PROCESS

Please download and complete the HfL application form along with the supporting statement, explaining how you meet the requirements of the job outline and person specification. We would also love to hear why you are interested in becoming part of the HfL team.

To submit the application or to discuss any recruitment queries please email [hfl.recruitment@hertsforlearning.co.uk](mailto:hfl.recruitment@hertsforlearning.co.uk) or contact our Central Recruitment Team on 01438 843465.

**Closing Date: Monday 6<sup>th</sup> May 2019 at 9am**

**Interview Day: Wednesday 15<sup>th</sup> May 2019**