

Job title:	Schools Financial Adviser (Helpline)
Job ref:	HFL1275
Hours:	37hours per week, 52weeks per year (Part time - 29.6 hours over 4 days will be considered)
Salary band:	£26,500 to £27,900 p.a (pro-rata for roles less than part-time)
Contract:	Permanent
Reports to:	Systems Team Manager
Team:	Financial Services
Location:	Local Hertfordshire region (North, East, West, or South) with 2 days per week based in the Head Office - Stevenage

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

Our helpline supports schools and academies across Hertfordshire offering advice and resolutions to people contacting our helpline for guidance on a wide range of issues relating to the financial management of their school. As well as supporting our schools, the helpline also supports our team working out in schools. It is important that the advice and support we give is high quality and effective.

The successful applicant for this role will become a core member of our helpline team, working 2 days per week based in Stevenage. In addition to this, the post holder will have a portfolio of schools to support, delivering high quality bookkeeping, budget monitoring and financial management services and advice to those schools.

The successful applicant will need to have a proactive approach to keeping their knowledge up to date and a commitment to understanding the financial software systems our team supports.

The post holder will enjoy being responsible for scheduling their own work and working in different places combined with 2 days per week on our helpline based in Stevenage.

Purpose of the job

The HfL Financial Services team provide a wide range of financial management services to support maintained schools, academies and free schools primarily in Hertfordshire.

The post holder will join our helpline team to provide high quality advice and support to schools and colleagues working in schools, developing and informing guidance on financial accounting and management issues along with how to achieve the correct outcomes using our supported software.

Main areas of responsibility

- To provide helpline support on our helpline for 2 days per week, ensuring that our customers receive an effective response when they contact our service.
- To contribute to the continual development of our helpline as an area for sharing best practice, support, training and knowledge for both external and internal customers.
- To maintain a working knowledge of our supported systems and to maintain a strong knowledge of the work our team provides in schools.
- To provide complex financial accountancy and budget management service and advice 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 support the development and delivery of training and guidance materials for our staff and customers.
- To supervise, coach and mentor more junior members of staff to ensure effective and joined up delivery of financial services to supported 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;

Knowledge:

- Knowledge of budget setting and budget monitoring
- Financial accounting experience
- Current knowledge of financial management and reporting in schools or early year's providers preferred
- AAT / part qualified accountant or strong experience in producing financial information.

Experience of;

- Using different financial systems
- Explaining financial information to budget holders/ managers
- Producing financial management and planning information.
- Schools financial reporting.

Skills and abilities

- Extensive experience of schools financial reporting and management.
- Knowledge of RM Finance or FMS6 an advantage.
- Good general IT knowledge
- Excellent collaboration and communication/interpersonal skills.

- Strong customer service ethics
- Ability to work well in a team environment.
- Ability to produce constructive guidance and to communicate this effectively with the customer.
- High level of organisation with an ability to plan and manage work to achieve results and meet deadlines.
- Ability to work independently with the minimum of supervision and contribute to the team, delivering high standards.

For an informal discussion regarding the role, please contact Alison Adams on 01438 843299 or Alison.Adams@hertsforlearning.co.uk.

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 or contact our Central Recruitment Team on 01438 843465.

Closing Date: Sunday 24th February at midnight

Interview Day: TBC