

## JOB OUTLINE

<b>Job title:</b>	<b>Finance Business Partner</b>
<b>Job ref:</b>	HFL1578
<b>Hours:</b>	37hrs per week, term time + 2 weeks (flexible working patterns and hours will be considered for the right candidate)
<b>Salary:</b>	£32,565 FTE p.a. (pro-rata to be advised once contract hours are agreed)
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Service Delivery Manager
<b>Team:</b>	Financial Services
<b>Location:</b>	Hybrid working – inclusive of working from home and working in schools/school setting. Flexibility required to work across educational settings in Hertfordshire and neighbouring counties, along with occasional visits to Bank House, Stevenage as required to meet organisational needs

## 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 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.

## PURPOSE OF THE JOB

To deliver financial management and planning services using our supported software to a portfolio of schools. The duties and responsibilities listed 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.

## 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 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 currently
- 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 all financial returns as required to schools for approval,
- 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 new or junior colleagues to ensure effective
- and consistent delivery of financial services to supported schools.
- To provide and support staff in the delivery of helpline services on our supported software.

## 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 and consistent 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 – Desirable, however full training will be provided.
- Ability to effectively convey financial information to stakeholders at all levels, including Headteachers and governors, both verbally and in writing - Desirable, full training given.
- 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 – Desirable, full training given
- The ability to confidently use software packages such as Microsoft Office, including Excel and in accordance with GDPR Essential.

A full driver's license and access to a vehicle is essential to this role.

If you would like to know more, then feel free to contact Jackie Keegan via email and she will be happy to provide an insight. [Jackie.keegan@hfleducation.org](mailto:Jackie.keegan@hfleducation.org). or call 07736 550115 for an informal discussion via Teams.

If you are ready to apply please email a current CV and cover letter to [hfl.recruitment@hfleducation.org](mailto:hfl.recruitment@hfleducation.org) with a response to the following questions:

- 1. What skills and attributes do you think you could bring to enhance the role of Finance Business Partner?**
- 2. How would your previous or current experience benefit you to succeed in this role?**

**Closing Date:** Wednesday 2<sup>nd</sup> July 2025. interview dates to be confirmed.

## **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.

### **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.