

## Financial Services Training Programme - Academic Year 2025-26

A promotional banner for financial services training. The background is a dark teal with a lighter teal wave at the bottom. On the right, there's a circular inset image showing a hand using a laptop with a glowing bar chart and the years 2021, 2022, and 2023 overlaid. The HFL logo is in the bottom right corner of the banner.

# FINANCIAL SERVICES TRAINING: DEVELOPING YOUR SKILLS

Structured financial training comes your way through clear, professional digital or in-person sessions. Every term fresh content is added to our HFL Education Hub providing just what schools need ahead of the curve.

*Click here to search HFL Education Hub for more information about our courses*

Date	Time	Title and link (all underlined text is hyperlinked to information on the Hub booking page)	Format/venue	Cost per delegate (all prices excl. VAT)
24/09/2025 and 07/10/2025 and 21/10/2025	9:30-12:30	<b><u>Arbor Finance New Users</u> – (three sessions)</b> <ul style="list-style-type: none"><li>introduction to the Arbor Finance software, coding structure and how to post simple income and expenditure transactions</li></ul>	Online	£308.25

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Spring waiting list  07/05/2026 and 20/05/2026 and 10/06/2026		<ul style="list-style-type: none"> <li>posting more complex transactions, including payroll, setting up and using duplicate batching facility and correcting errors</li> <li>recap on the previous sessions, bank reconciliations and an overview of available reports</li> </ul>		
18/09/2025 and 09/10/2025  13/01/2026 and 11/02/2026  12/05/2026 and 08/06/2026	9:30–11:30	<p><b><u>New To School Finance</u></b> (two sessions)</p> <ul style="list-style-type: none"> <li>bank account(s)/schedule of financial delegation</li> <li>funding</li> <li>purchases</li> <li>salary costs</li> <li>financial transactions</li> <li>key principles of budgeting</li> <li>changes in schools/settings that will impact the finances</li> <li>purpose of budget monitoring and medium-term financial planning</li> <li>financial calendar for a Hertfordshire maintained school</li> </ul>	Online	£121.50
24/09/2025 and 19/01/2026	9:30–11:30	<p><b><u>Silver Contract Workshop</u></b> <b><u>Silver contract Workshop for Bronze Contract schools</u></b></p> <ul style="list-style-type: none"> <li>process of the termly return</li> <li>support revised forecast queries</li> <li>support checking the return prepared by the school/setting</li> <li>topical updates relevant to the termly return</li> </ul>	Online	£0 (silver) £60.75 (bronze)
20/05/2026	9:30-12:30	<p><b><u>Arbor Finance Load the Budget: Intermediate - Digital</u></b></p> <ul style="list-style-type: none"> <li>understand the importance of loading the budget correctly</li> </ul>	Online	£82.50

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		<ul style="list-style-type: none"> <li>learn how to profile your budgets</li> <li>demonstration how to load a budget successfully</li> </ul>		
Autumn waiting list  20/01/2026	9:30–11:30	<a href="#"><u>Access Budget Software New User: General Navigation</u></a> <ul style="list-style-type: none"> <li>introduction to the Access Education Budgeting software</li> <li>general navigation</li> <li>background data</li> <li>budgeting for general income and expenditure</li> </ul>	Online	£60.75
Autumn waiting list  27/01/2026	9:30–11:30	<a href="#"><u>Access Budget Software New User: Staffing</u></a> <ul style="list-style-type: none"> <li>budgeting for staffing</li> <li>adding, editing and deleting staff contracts</li> <li>looking at maternity and other long-term absences</li> </ul>	Online	£60.75
Autumn waiting list  10/02/2026	9:30–11:30	<a href="#"><u>Access Budget Software New User: Reports</u></a> <ul style="list-style-type: none"> <li>review of the reports available within the Access Education budgeting software</li> <li>including those specifically designed for Hertfordshire maintained schools</li> </ul>	Online	£60.75
02/06/2026	9:30-16:30	<a href="#"><u>Arbor Finance Load the Budget: Beginner – In-Person</u></a> <ul style="list-style-type: none"> <li>understand the importance of loading the budget correctly</li> <li>learn how to profile your budgets</li> <li>demonstration how to load a budget successfully</li> <li>supported environment to load your own budget with FS colleagues on hand to support and answer any questions</li> </ul>	In-person	£196

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Autumn waiting list  Spring waiting list  09/06/2026	9:30–11:30	<u><a href="#">Introduction To Salary Monitoring</a></u> <ul style="list-style-type: none"> <li>• explanation of salary monitoring</li> <li>• purpose of salary monitoring</li> <li>• impact on the school's budget if variances in staff pay</li> <li>• completing the salary monitor</li> <li>• posting staff expenditure transactions to the finance system</li> </ul>	Online	£60.75
Autumn waiting list  Spring waiting list  16/06/2026	9:30–12:30	<u><a href="#">How to Produce the Monthly Budget Monitor Report</a></u> <ul style="list-style-type: none"> <li>• purpose/reporting requirements of the monthly budget monitor report</li> <li>• uploading financial data from Arbor Finance</li> <li>• adding variances</li> <li>• sense checking the monitor</li> <li>• monitoring income, expenditure and staffing</li> <li>• key financial messages</li> </ul>	Online	£82.50
18/11/2025  29/01/2026	9:30–12:30	<u><a href="#">Operating a Gold Contract - What you need to know</a></u> <ul style="list-style-type: none"> <li>• options available with a Gold contract</li> <li>• monthly financial processes</li> <li>• entering salaries to the salary monitor and then to Arbor Finance</li> <li>• reconciling the bank account</li> <li>• completing comprehensive system reconciliation</li> <li>• mismatch report</li> <li>• submitting VAT claim</li> </ul>	Online	£82.50
15/10/2025	9:30–11:30	<u><a href="#">New to Understanding the Monthly Budget Monitor</a></u>	Online	£60.75

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Spring waiting list 25/06/2026		<ul style="list-style-type: none"> <li>• purpose and understanding of the monthly budget monitor report</li> <li>• setting up the budget monitor report</li> <li>• messages the budget monitor is telling us</li> <li>• recording income and expenditure</li> <li>• key areas to be aware of</li> <li>• overall financial picture of the school</li> </ul>		
26/11/2025	9:30-12:30	<a href="#">Access Rolling Budgets</a> <ul style="list-style-type: none"> <li>• Talk through recent updates to the budget setting software for 2025/2026 and the impact these will have on budget setting for 2026/2027 and 2027/2028</li> </ul>	Online	£82.50
04/12/2025	9:30–11:30	<a href="#">Housekeeping Final Close</a> <ul style="list-style-type: none"> <li>• Demonstrate final close of previous financial year</li> <li>• Examine/demo each area of the Housekeeping bulletin</li> </ul>	Online	£60.75
05/02/2026	9:30-11:30	<a href="#">Accruals Preparing for Year-End 2025/2026</a> <ul style="list-style-type: none"> <li>• examples of creditors, debtors, prepayments and receipts in advance</li> <li>• identifying accruals at your setting</li> </ul>	Online	£60.75
09/02/2026	9:30-11:30  or  13:30-15:30	<a href="#">Year-end Preparation for Gold Contracts 2025/26</a> <ul style="list-style-type: none"> <li>• overview of the year-end processes</li> <li>• bulletins for 2025/2026 including housekeeping</li> <li>• preparation of accruals</li> </ul>	Online	£60.75

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		<ul style="list-style-type: none"> <li>committed balances</li> <li>monthly/Year-end comprehensive system reconciliation</li> <li>year-end bank reconciliation</li> </ul>		
26/02/2026	13:30-16:30	<a href="#"><u>Arbor Finance Year End Preparation for Silver contracts 2025/26</u></a> <a href="#"><u>Arbor Finance Year End Preparation for Bronze contracts 2025/26</u></a>	Online	£0 (silver) £82.50 (bronze)
or 02/03/2026	9:30-12:30	<ul style="list-style-type: none"> <li>overview of the housekeeping tasks</li> <li>overview of system checks</li> <li>overview of year-end updates from HCC</li> <li>preparation of accurate accruals</li> <li>preparation of committed balances</li> </ul>		
09/03/2026	9:30-16:30	<a href="#"><u>Budget Preparation Workshop 2026/2027 Digital</u></a>	Online	£148.50
or 12/03/2026	9:30-16:30	<a href="#"><u>Budget Preparation Workshop 2026/2027 In-Person</u></a>  Morning: <ul style="list-style-type: none"> <li>provide schools with an update on any changes to Access budgeting software</li> <li>walk through 'budget planning' process in software</li> <li>looking at key areas to be aware of when setting the budget for 2026/2027</li> <li>overview of latest budget updates from HCC</li> </ul> Afternoon: Financial Services staff will be on hand throughout the afternoon to support with any queries and to advise on the input of your budget plans to Access Budgeting software.	In-person	£196

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10/03/2026	9:30-11:30	<a href="#"><u>Nursery School/Class Budget Workshop 2026/27</u></a> <ul style="list-style-type: none"> <li>• overview of Early Years funding</li> <li>• look at finance schedule from the Early Years portal and applying this to the nursery calculator</li> <li>• nursery funding adjustments and understanding calculating adjustments without using the nursery calculator</li> <li>• sense checking your Early Years budget</li> </ul>	Online	£60.75
13/03/2026	9:30-12:30	<a href="#"><u>Budget Preparation Workshop 2026/2027 for Special Schools and ESCs</u></a> <ul style="list-style-type: none"> <li>• overview of key areas to be aware of when setting this year's budget and the forecast for 2027/2028 and 2028/2029 at Special Schools and Education Support Centres</li> <li>• latest updates from HCC</li> <li>• update on any changes to the Access Budgeting software</li> <li>• financial Services staff will be on hand, digitally, to support with any queries</li> </ul>	Online	£82.50
16/04/2026	9:30-16:30	<a href="#"><u>Arbor Finance Year End Workshop for Silver contracts Digital 2025/26</u></a> <a href="#"><u>Arbor Finance Year End Workshop for Bronze contracts Digital 2025/26</u></a>	Online	£0 (silver) £148.50 (bronze)
or 09/04/2026	9:30-16:30	<a href="#"><u>Arbor Finance Year End Workshop for Silver contracts In-Person 2025/26</u></a> <a href="#"><u>Arbor Finance Year End Workshop for Bronze contracts In-Person 2025/26</u></a>	In-person	£0 (silver) £196 (bronze)

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		<p>Morning:</p> <ul style="list-style-type: none"> <li>overview of the year-end processes on Arbor Finance including housekeeping</li> <li>checklist to be completed ahead of this session</li> <li>latest updates from HCC</li> </ul> <p>Delegates need to have completed the following before attending the morning session:</p> <ul style="list-style-type: none"> <li>financial accounts to 31st March 2026, including the bank reconciliation and comprehensive system reconciliation</li> <li>list of accruals and committed balances</li> <li>final capital return (not applicable to VA schools)</li> </ul> <p>Afternoon session is <u>optional</u>.</p> <p>Financial Services staff will be on hand throughout the afternoon to support delegates through the process of completing the year-end and to answer any queries relating to the year-end process</p>		
Waiting list	9:30-12:30	<p><b><u>Arbor Finance Intermediate Users: Purchase Orders</u></b></p> <ul style="list-style-type: none"> <li>raising purchase orders using the Arbor Finance</li> <li>receipt goods</li> <li>making payments</li> </ul>	Online	£82.50
Waiting list	9:30-12:30	<p><b><u>Arbor Finance Intermediate Users: Electronic Payments</u></b></p> <ul style="list-style-type: none"> <li>making electronic payments using Arbor Finance</li> </ul>	Online	£82.50
Waiting list	9:30-12:30	<p><b><u>Arbor Finance Intermediate Users: Sales Invoicing</u></b></p>	Online	£82.50



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		<ul style="list-style-type: none"> <li>raising sales invoices using Arbor Finance</li> <li>receipt income</li> <li>making refunds</li> </ul>		
Autumn waiting list  Spring waiting list	9:30–11:30	<u>Completing the Interim/Final Capital Return</u> <ul style="list-style-type: none"> <li>What makes transactions ‘capital’</li> <li>Capital transactions in the finance system</li> <li>Demonstrate how to complete the SOLERO return</li> </ul>	Online	£60.75
Autumn waiting list	9:30-11:30	<u>Fund Account Procedures</u> <ul style="list-style-type: none"> <li>Purpose of the school fund account</li> <li>Record income and expenditure transactions</li> <li>Reconciling monthly bank statements Preparing accounts for year-end and audit.</li> </ul>	Online	£60.75