

## JOB OUTLINE

<b>Job title:</b>	<b>Transaction Partner</b>
<b>Job ref:</b>	<b>HFL1558</b>
<b>Hours:</b>	Up to 37 hours per week with part-time hours and flexible patterns considered. (Term time only plus 2 weeks)
<b>Salary band:</b>	Band 3 - FTE £24,308.6 p.a. (pro-rata for part time)
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Transaction Service Manager
<b>Team:</b>	Financial Services - Bookkeeping Service
<b>Location:</b>	Officed Based for initial training period. Thereafter hybrid working consisting of remote working and up to 2 days per week in the Head office in Stevenage or as required to meet business 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 Financial Services Team provides a wide range of financial reporting and financial management services to support maintained schools, academies and free schools primarily in Hertfordshire.

## PURPOSE OF THE JOB

The post holder will be responsible to contributing to the delivery of high-quality financial reporting and budget management services to our customers in schools maintained by Hertfordshire County Council.

## MAIN AREAS OF RESPONSIBILITY

- To process and input all financial transactions into schools' accounting systems to include:
  - Purchase ledger and non-purchase ledger items
  - Sales ledger items
  - Other income and expenditure
  - Month end journals
- To complete the month end processes including bank reconciliations, system reconciliations and adjustments or corrections.
- To work independently delivering transactions services, meeting agreed service delivery dates.
- Deliver a customer focussed service delivery to schools and internal customers.
- To ensure that all activities promote our organisation's values and behaviours.

The post is initially based at our main office in Stevenage for the training period, but once confident there is the option to work from home during your working week allowing for flexible working patterns.

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.

## PERSON SPECIFICATION

### Knowledge of:

- School finance would be desirable, although full training will be given.  
(desirable)

### Experience of:

- Using a financial management system. (Arbor Finance or FMS would be advantageous, full training will be given) (desirable)
- Using software packages such as Microsoft office and in particular Excel.  
(essential)

- Using and applying financial regulations and procedures in your work. (desirable)

### **Skills and abilities:**

- Highly numerate and accurate. (essential)
- A keen interest in working in the area of the financial management of schools and settings. (desirable)
- Ability to communicate well with others, both verbally and in writing (essential)
- Committed to the delivery of excellent customer service. (essential)
- Enthusiastic, flexible, reliable, capable of working alone with the minimum of supervision as well as part of a team. (essential)
- Be able to demonstrate a genuine desire to continually improve and develop our service. (essential)
- Committed to supporting schools, by the delivery of high-quality financial transactions. (desirable)
- Highly organised and demonstrate an ability to plan and manage work to achieve results and meet deadlines. (essential)
- A team player, able to work proactively within a team to support the delivery of services. (essential)

## **EQUAL OPPORTUNITIES**

### [Equality, diversity and inclusion | HFL Education](#)

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.

### **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.