

JOB OUTLINE

Job title:	Academies Finance Consultancy Manager
Job ref:	HFL1475
Hours:	29.6 to 37 hours per week / 52 weeks (term time plus two weeks considered)
Salary band:	Band 6 – Up to £50,000 FTE depending on experience
Contract:	Permanent
Reports to:	Head of Trust Finance and Operations
Team:	Trust Finance and Operations
Location:	Hybrid working consisting of remote working, with flexibility required to work across educational settings in Hertfordshire and neighbouring counties, with occasional visits to Robertson House, Stevenage

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 Academy Finance Team provides a wide range of financial reporting and financial management services, on a traded consultancy basis, to support single academy and multi academy trust clients primarily in Hertfordshire and the surrounding counties. The team is part of the wider Trust Operations and Finance team who deliver a variety of traded services to academies, focussing primarily on finance, HR and governance.

PURPOSE OF THE JOB

The Consultancy Manager will lead the delivery of our financial consultancy services to academy trusts, managing a team of financial consultants and auditors, and ensuring the high quality and consistency of the service is continually achieved. Working closely with the academies finance team leader who oversees the delivery of our contractual services to trusts.

The post holder will work alongside the Head of Trust Finance and Operations, to ensure that the consultancy budget is achieved through supporting new business development strategies and growth in consultancy service delivery.

The team comprises qualified auditors and accountants who will deliver the majority of our technical accountancy consultancy work. To support the technical accountancy team, we are looking for an individual with strong financial and business management experience, ideally from a school setting, to complement the technical knowledge we have within the team.

MAIN AREAS OF RESPONSIBILITY

- Line management duties for members of the academies finance team, including financial accountants and auditors and the academies finance team leader
- Delivery of personal consultancy target and budget, focussing on wider strategic financial and business management areas
- Supporting the delivery of whole team consultancy target and budget through proactively seeking out new consultancy opportunities
- To support the development of the team's brand and thought leadership, delivering training and writing blogs
- To manage quality control processes within the team to ensure consistent, high quality outputs.
- To work collaboratively with other teams across the wider business to grow a holistic approach to working with academy trusts

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 and academy trust finance (desirable)
- Financial management and budget planning (desirable)
- Strong business management background (desirable)
- Team management and development (essential)

Experience of:

- Line management and development of staff (essential)
- Customer relationship management (essential)
- Working in a finance environment for minimum of two years (desirable)

Skills and abilities:

- Ability to juggle multiple priorities and successfully manage client expectations
- Ability to use discretion and exercise professional judgement
- Strong team player who works collaboratively and inclusively with multiple stakeholders
- Ability to influence and engage with a wide range of people to deliver impact

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.

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.

APPLICATION PROCESS

For an informal discussion regarding the role, please contact Louise Shaw on 07931 530 320.

To apply, email hfl.recruitment@hfleducation.org with a detailed CV along with a cover letter to include responses to the following questions:

- 1. Please explain your motivation for wishing to join HFL Education and why you want to work with schools?**
- 2. Please describe a situation you have managed and delivered a project / business objective to meet a tight deadline?**
- 3. How do you build effective relationships with colleagues in your team? and provide support to peers and team members to deliver new and adopt best**

practices, when the majority of your work may be performed remotely or offsite.

- 4. How would you manage conflicting priorities, between servicing current customers and clients against demand for new consultancy work, which would be an integral part of overall budget targets?**

As part of our move towards eradicating unconscious bias within the recruitment process, we ask that you follow the guidance stated in the application forms.

To help HFL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HFL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

Closing Date: Wednesday 5th April 2023 at 9am

Interview Date: Friday 14th April 2023 in Stevenage.