



---

# BISHOP'S STORTFORD COLLEGE

---

ESTD 1868

## Purchase Ledger Assistant





The feel of Bishop's Stortford College is always forward-looking, recognising from the start the sort of world our pupils will be entering and the skills they need. We are a hard-working, down-to-earth, and highly successful community.

Set on the edge of a market town between London and Cambridge, the down-to-earth atmosphere at our co-educational day and boarding school is the perfect launch pad for outstanding achievement.

## WELCOME FROM THE HEAD

---

Thank you for your interest in working at the College. Since joining here in 2020, I have had the immense pleasure of working with our dedicated and talented team of staff, at the same time as leading our vision for the future.

Bishop's Stortford College is the modern face of independent education. Together we are embarking on a collective strategy that unites staff, pupils and our wider community in delivering academic excellence balanced with personal growth and strong values of decency and kindness. This is what an education for today and tomorrow must deliver.

Underpinning everything is a unique community spirit that enables everyone to succeed, and to be happy doing so. Here, there is a togetherness where none of us is as important as all of us.

We do not look like most schools of our type. We do indeed have the huge campus with wonderful facilities. But we are different in some important ways. I hope that by reading through the following pages and our *Information for Candidates*, you will see this for yourself and consider applying for this role.



Kathy Crewe-Read



# INTRODUCTION TO THE COLLEGE

---

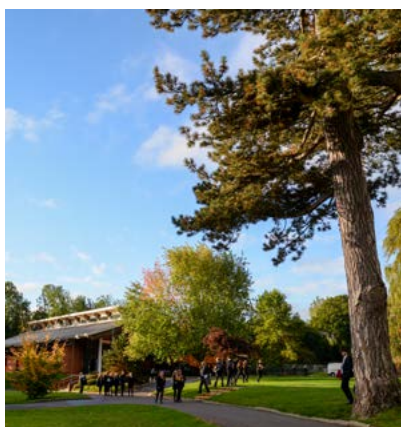
One of the UK's leading co-educational, day and boarding schools, Bishop's Stortford College is a diverse and infectious mix of enthusiasm and dedication, making it an extremely stimulating place to work.

Seen as one College, three schools, there are approximately 1,300 pupils aged 4 to 18 years old on the shared site, blending full, weekly and part-time flexi boarders with day pupils. We offer an academically selective but deliberately broad educational offer that looks to deliver excellent examination results but also an opportunity for individual qualities and character growth in a safe, inclusive and caring community.

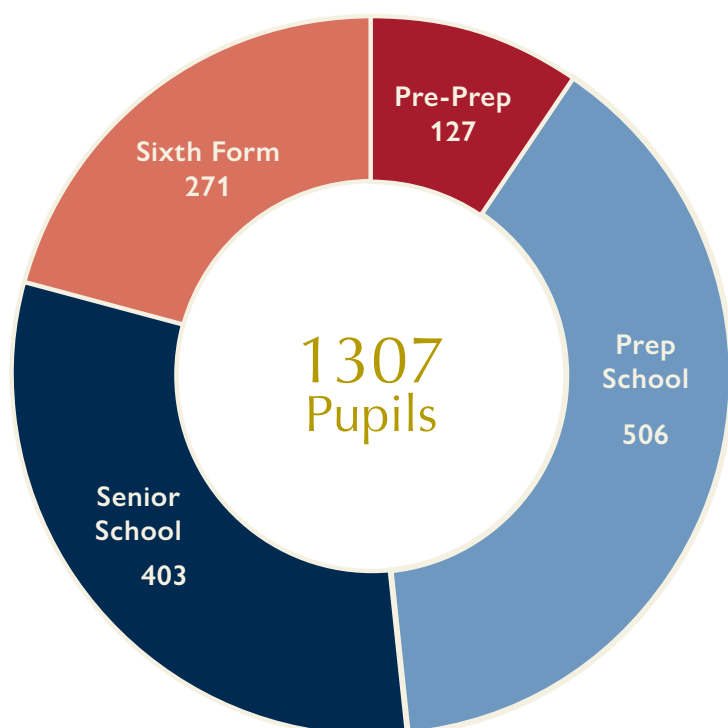
It is the unpretentious and successful delivery of this whole person, ready for the modern world, that allows us to stake claim to being the modern face of independent education.

The Head reports directly to the Chairman of the Governing Council and has responsibility for the whole College, though day-to-day management of the Prep School and the Pre-Prep is delegated to the Heads of those schools. The College Head has day-to-day responsibility for the Senior School. The Head leads the whole College with the support of the Executive, retaining specific responsibility for strategy and related strategic implementation plans, marketing, communications and admissions and development activity. The current Head is a member of HMC.

The College was established in 1868 as the Non-Conformist Grammar School and became Bishop's Stortford College in 1901. The Prep School was opened in 1902 and the Pre-Prep department in 1995, when the school went fully co-educational. The Prep School and Pre-Prep School are now separate with their own buildings, but they make use of facilities shared with the Senior School, including the swimming pool, dining room and playing fields. We continue to improve and enhance our estate. In recent years, there has been extensive renovation of classrooms across all three schools, and this enhancement and development will continue as part of our Estates Master Plan.



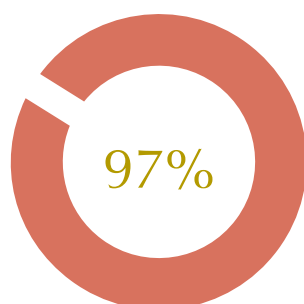
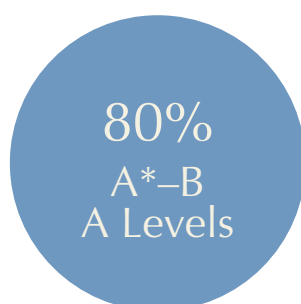
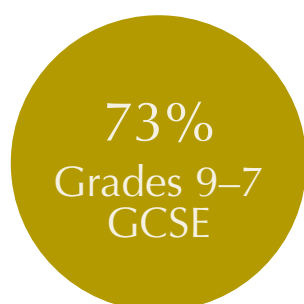
## THE COLLEGE IN NUMBERS



27  
Nationalities



5 Boarding  
Houses



Placed at a university  
of their choice





Pupils are organised across the three schools, with Music and Sports departments, together with Professional Services, working across all three schools. Professional Services incorporates Admissions, Commercial, Development, Finance, HR, Facilities and Estates, IT, Marketing and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.

The College has a forward-thinking approach supported by eight strategic pillars:

- Delivering academic excellence through a modern curriculum
- Developing strong personal values through the provision of outstanding pastoral care
- Finding the best in every pupil by developing every pupil's unique strengths
- Attracting ambitious, enthusiastic pupils and communicating about College life
- Being a great place to work, recognising that staff are the most important resource
- Enhancing the environment through a programme of maintenance and improvement
- Maximising resources to deliver both affordability and teaching excellence
- Inspiring governance and leadership which is accountable, responsible, courageous and has clear vision

## PURCHASE LEDGER ASSISTANT

The College is seeking to appoint a Purchase Ledger Assistant to assist the Accounts Supervisor in providing excellent purchase ledger and financial support for the College.

This is an exciting opportunity to play a key role in the day-to-day finance operations of the College. The post holder will report to the Accounts Supervisor and use strong communication skills to work as part of an established team, as well as carrying out a variety of independent tasks. The role is primarily focused on maintaining supplier data, processing supplier payments and invoices, managing petty cash and reconciling bank accounts, as well as providing some general administrative support to the College Finance operation.

**Terms:** Full time (37.5 hours per week)

**Reports to:** Accounts Supervisor

**Salary:** £28,000 per annum

**Holidays:** 30 days annual leave

**Fee Remission:** Where relevant, fee remission may be offered to the children of the successful candidate, subject to normal entry requirements being met.

Full details of benefits are included on the College website.

**Closing date for applications:** Wednesday 15<sup>th</sup> May 2024 at 9:00am

For more information about this post or the College, in the first instance, please contact Danelle Butteriss, HR Administrator, for a confidential discussion.

[recruitment@bishopsstortfordcollege.org](mailto:recruitment@bishopsstortfordcollege.org)

## JOB DESCRIPTION

### PURCHASE LEDGER ASSISTANT

We are seeking a detail-oriented and organised individual to join our team as a Purchase Ledger Assistant. This role is crucial in ensuring the accuracy and efficiency of our financial transactions related to purchasing. The ideal candidate will possess strong numerical skills, excellent attention to detail, and the ability to work effectively within a team environment.

### MAIN RESPONSIBILITIES

- Receiving and processing internal and external post daily.
- Maintain all supplier data on purchase ledger.
- Accurately posting invoices and staff expenses and payments onto PASS.
- Ensure all invoices and expenses are authorised by the relevant budget holder.
- Paying suppliers weekly by BACs.
- Liaise with suppliers regarding invoice discrepancies, payment inquiries, and other related matters.
- Maintain positive relationships with suppliers while ensuring adherence to company policies and procedures.
- Enter outgoing bank transactions into PASS.
- Processing all credit card expenditure into PASS.
- Enter all petty cash transactions (petty cash in houses and petty cash donations in), taking cash deposits to the bank.
- Reconciling supplier statements to PASS and resolving any differences.
- Reconciliation of College bank accounts.
- Assisting with reports for the auditors.

### ADDITIONAL DUTIES

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. A flexible approach to all aspects of this role is essential.

This role may involve a small amount of Saturday mornings and flexible hours in order to attend out of work-time meetings and events.



## SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to, and ensure, compliance with the College's Safeguarding Policy at all times. If, while carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

## EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background, who are underrepresented at the school.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status, or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

## SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

## DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

## EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to consider the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

## PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- Application form
- Interview
- References
- Medical questionnaire
- DBS application

## EDUCATION AND QUALIFICATIONS

Desirable

- AAT or similar qualification.

## EXPERIENCE AND SKILLS

Essential

- 3+ years' experience in an Accounts Payable role.
- Confident working within both the purchase and nominal ledger.
- Worked in a fast-paced purchase ledger environment with high volume of invoices.
- Experience of working in a team environment.
- Excellent computer skills in Windows based applications (Word & Excel).
- Conversant with the use of Microsoft Outlook in a workplace environment.
- Strong attention to detail.
- Well organised, ability to work to own initiative.
- Good telephone manner with excellent communication skills.
- Experience of dealing with customers and senior management and providing good customer service.

Desirable

- Processing journals.

## PERSONAL QUALITIES

- Team-minded, but willing to speak freely and constructively.
- Able to act as a professional advocate for the College through building relationships and demonstrating strong personal credibility.
- The post holder must be in sympathy with, and actively supportive of, the overall Mission, Values, culture and strategic priorities of the College.
- Ability to work with conflicting demands and timescales.

- Organised and methodical approach to work, including keeping track of completed and outstanding tasks.
- Proactive in streamlining and implementing new processes.
- Good interpersonal and communication skills necessary to advise and guide non-accounting colleagues.

#### OTHER

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

## APPLICATION PROCESS

### YOU SHOULD SUBMIT:

- A completed application form

Applications should be made electronically via the College website.

Applications will be screened shortly after the closing date and shortlisted applicants will be invited in for interview soon thereafter.

- Early applications are encouraged, and we are open to the possibility of making an appointment prior to the published closing date.
- Due to the high volume of applications received, we regret that it is not possible to provide feedback to candidates at the application stage.

Bishop's Stortford College is committed to safeguarding. There will be an enhanced DBS check prior to the appointment.

Registered Charity Number: 311057.

**Closing date for applications:** Wednesday 15<sup>th</sup> May 2024 at 9:00am

For more information about this post or the College, in the first instance, please contact Danelle Butteriss, HR Administrator, for a confidential discussion.

[recruitment@bishopsstortfordcollege.org](mailto:recruitment@bishopsstortfordcollege.org)





Co-Educational Day and Boarding 4 to 18 Years

---

[bishopsstortfordcollege.org](https://bishopsstortfordcollege.org)

---

INFORMATION FOR CANDIDATES