

## Job Description

1. **Job Title:** Purchase Ledger, Trips and Expenses Assistant
2. **Responsible to:** Accounts Manager
3. **Overview:** The role will ensure invoices are authorised by the relevant budget holder and correctly posted to the purchase ledger with accurate VAT codes. They will manage activities to process staff expense claims, in line with the Charity's expenses policy and prepare weekly BACS payments for all suppliers.
4. **Duties and Responsibilities:**
  - Posting all accounts payable invoices to the purchase ledger for ECi including ensuring all invoices are sent for authorisation by the relevant budget holder
  - Ensuring all input VAT recoverable is accurately coded
  - Confirming correct completion of staff expense claims in line with the Charity expenses policy, ensuring all have valid receipts and separating recoverable VAT. Communicating with staff as necessary.
  - Prepare weekly BACS payment run for suppliers and staff expenses
  - Reconciliation of supplier statements and resolving supplier queries in a timely manner
  - Reconciliation of trip accounts and correctly accounting for VAT.
  - Developing purchase ledger systems to make best use of technology available.
5. **Safeguarding duties**
  - 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 School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
  - The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post
  - In this particular post, there is unlikely to be a large amount of contact with pupils but there are connected responsibilities, including site security, sensitive handling of data, and professionalism. However, the responsibility remains to be aware of safeguarding procedures and occasional need to operate safely with pupils and in adherence to the policy and code of conduct.
  - If in the course of 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 the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

## 6. Skills Required:

- Experience in running the purchase ledger for a busy organisation
- Basic knowledge of input VAT rules
- Confident in dealing with suppliers, staff and software developers
- Methodical and organised
- Proactive with a willingness to improve systems

## 7. Terms and Conditions:

**Salary:** £27,000 p.a.

**Hours of Work:** 37 ½ hours per week all year round.

**Holiday:** 5 weeks plus bank holidays

**Pension Scheme:** Employer contribution of 5% to Stakeholder Pension Scheme.

**Life Assurance:** 3 times annual gross salary.

### **Additional Benefits:**

- Free lunch in College Dining Room.
- Annual pay review in September.
- Access to College sports facilities.
- Free tickets to College productions.
- Discounts at local businesses
- Employee Assistance Programme.

## 8. Application Process:

To apply, please visit <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.

The closing date for applications is **Friday 23 May 2025**

For further information please contact Human Resources Department by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452288

## 9. Safeguarding and Equal Opportunity Statements

*Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*

*Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.*