



EPSOM
COLLEGE

Finance Officer — purchase ledger
full time
fixed-term (Maternity cover)



Welcome to Epsom

Thank you for your interest in our school. I am into my second year here and can tell you – both as a parent and Head – that Epsom is a very special place. We're fortunate to have beautiful grounds, wide-open spaces and excellent facilities.

Our academic results are strong, and we're proud of our sport, co-curricular programme and pastoral care. What strikes me most, however, is the warmth of our community, the genuine enthusiasm of our pupils, and the dedication of staff who truly care about every child in their charge.

INDIVIDUAL ATTENTION

Epsom College has a clear mission: to help young people to lead fulfilling lives and make meaningful contributions to the world.

We're pleased that our pupils consistently achieve strong academic results – 91% securing A*-B at A-level – and they follow diverse paths to top universities, pioneering startups, creative ventures, and entrepreneurial pursuits. Yet academic excellence is just the foundation.

I hope our pupils will leave with memories, friendships, ideas and imagination that will serve them for life.

I want them to discover talents they didn't know they had and to develop the confidence to tackle whatever challenges await them. I encourage them to take appropriate risks, to ask thoughtful questions, and to pursue their passions with determination.

NATIONAL RECOGNITION

We're grateful for recent recognition: The Sunday Times named us the UK's most-improved school in 2024, School Sport magazine ranked us as the leading co-ed school in South East England, and Tatler describes Epsom as a school that "constantly burnishes" its reputation.

But we continue to evolve. And our future success depends on the quality of the staff we bring into our community. I hope you come and meet us and leave as excited about Epsom's future as I am.

Mark Lascelles,
Head, Epsom College

Job Purpose and Department

JOB PURPOSE

The role of the Finance Officer (Purchase Ledger – Maternity Cover) is varied and wide-ranging within the Finance Department.

The post includes full responsibility for processing and paying purchase invoices and staff expense claims, processing bank transactions and maintaining the accounting records for two associated entities, alongside other duties within the Finance Department.

FINANCE DEPARTMENT

The Finance department comprises the Director of Finance, Management Accountant, Finance Officer (Purchase Ledger), Finance Officer (Fee Ledger), Payroll Manager (all full-time posts) and an Accounts Assistant and a Payroll Assistant (both part-time posts).





Role and Responsibilities

PURCHASE LEDGER

- Full responsibility for Purchase Ledger maintenance using the relevant accounting package adopted by the College (Sage 200); processing of all purchase invoices and staff expense claims;
- Preparing fortnightly purchase ledger payment run and creating BACS file;
- Monthly reconciliation of supplier statements as appropriate;
- Dealing with queries from suppliers.

BANKING AND PAYMENTS

- Responsibility for downloading bank statements on a daily basis;
- Posting non-sales receipts, including SumUp and Stripe receipts, and all payments from bank statements to accounting package and updating other records as appropriate;
- Setting up non-purchase ledger payments on bank portal;
- Paying cheques into Bank as required;
- Preparing monthly bank reconciliations.

SPORTS COURSES

- Updating records for holiday sports courses with fees received and

posting to accounting package;

CONFIRMATION FEES

- Updating confirmation fee spreadsheet for receipts and payments;
- Supporting Finance Officer in reconciliation of confirmation fees spreadsheet to the nominal ledger.

THE ROYAL MEDICAL FOUNDATION

- Posting all receipts and payments for the sister charity into the accounting package (Sage50);
- Setting up payments, including monthly payments to beneficiaries, on the banking portal for approval;
- Monthly bank reconciliation.

OTHER DUTIES

- Processing catering recharges;
- Ordering, monitoring and dispensing of foreign currency for school trips as required;
- Reconciling foreign currency at year end;
- Issuing petty cash;
- Reconciling various nominal ledger accounts including: recharge/trip accounts, staff loans, suspense

account, staff theatre trips;

- Updating gas and electricity spreadsheet for monthly usage;
- Updating information for Streamline Energy Carbon Reporting for inclusion in the financial statements;
- Assisting the Director of Finance in the Payment Practises Reporting at June and December;
- Identifying and keeping records of invoices to be prepaid at term- and year-end;
- Assisting the sales ledger department preparing fee runs and answering queries, and posting fees received during holiday periods;
- Preparation of any schedules or other information for annual audit as directed by the Director of Finance;
- Generally, supporting the functions of the Finance Department as and when reasonably requested by the Director of Finance or Management Accountant.

Person Specification

ESSENTIAL

- Experience using Sage 200
- Demonstrate an understanding of accounting principles with either experience of working in a similar position, or through qualification (bookkeeping diploma/AAT)
- Competent user of Excel and Word
- Good written & verbal communication skills
- Good organisational skills, ability to work methodically and accurately with an eye for detail.
- Must be of a friendly disposition, reliable, able to work flexibly and collaboratively within a small team along with a willingness to learn

DESIRABLE

- Experience of working in a similar position
- Bookkeeping/AAT qualification

In order to arrive at a decision, the selection panel may enhance any or all of the desirable criteria.





Terms and Conditions

- **Salary:** £33,000
- **Hours:** Full-time (40 hours per week - 8.30 am to 4.30pm with half an hour (paid) for lunch, all year round)
- **Contract type:** This is a fixed-term contract for up to 1 year to cover a period of Maternity leave
- **Holidays:** Entitlement will be 28 days per annum, inclusive of bank holidays.
- **Pension:** The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by The Pensions Trust and eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of basic salary and the College will contribute 4% in compliance with current legislation.
- **Benefits:**
 - Private health care
 - School fee discount
 - Life Assurance
 - Meals and refreshments free of charge during working hours
 - Free use of fitness suite at certain times
 - Free car parking on site

Method of Application

Candidates to complete an application form which can be downloaded via our website www.epsomcollege.org.uk. To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Applications will be assessed in order of receipt and interviews and appointment may occur at any stage after applications are received. Please apply as soon as possible.

If you have any questions about the role, please contact the HR team on hr.recruitment@epsomcollege.org.uk

- Closing date for applications: **19th August 2026**

Safeguarding and Equal Opportunities

SAFEGUARDING

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School 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.

In compliance with statutory safer recruitment regulations, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK.

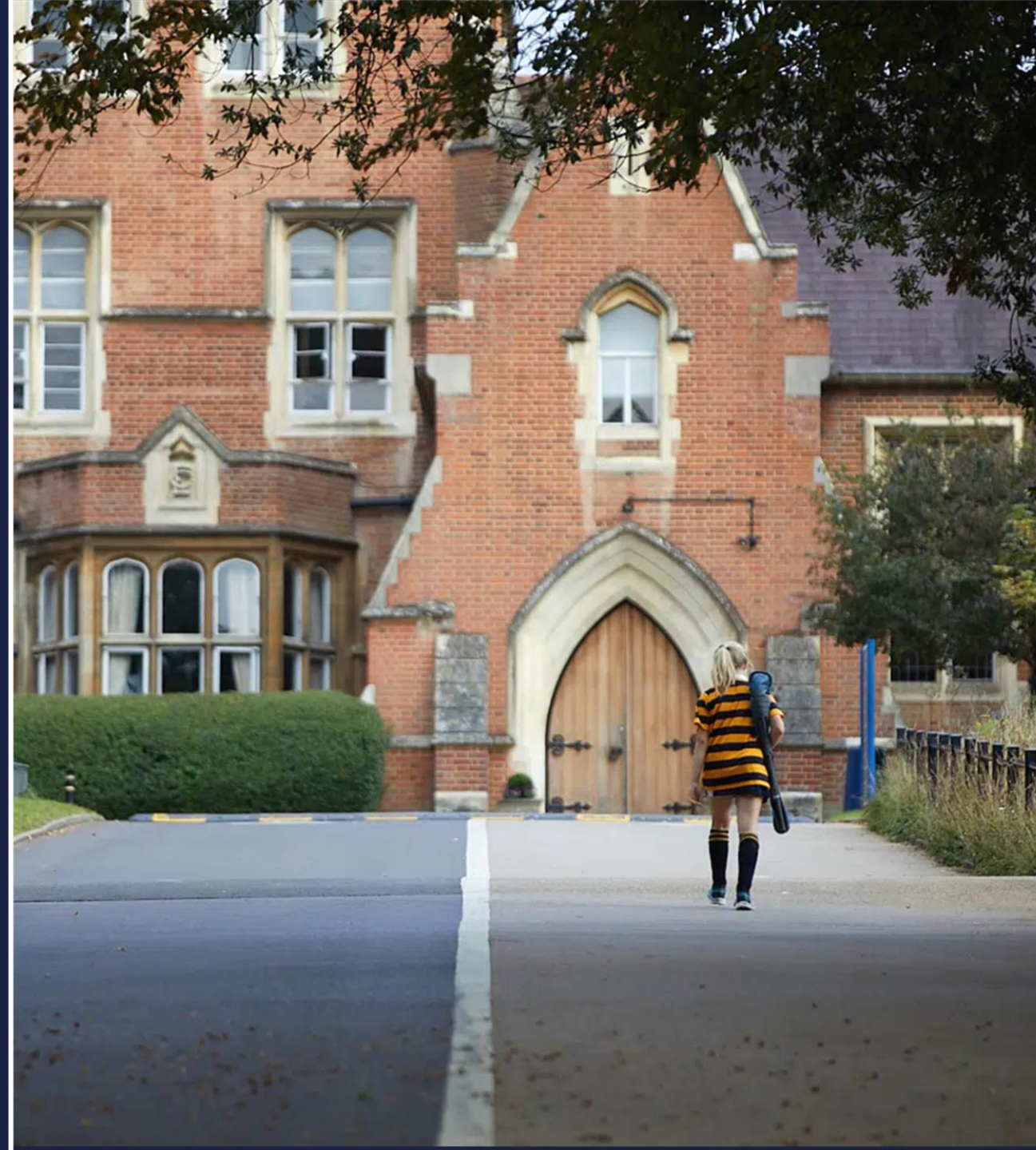
Prior to interview, an online search of internet

search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant’s suitability to work within a school environment will be undertaken on applicants that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

EQUAL OPPORTUNITIES EMPLOYER

Epsom College is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity.

Employment decisions throughout the school are made without regard to any status protected by law. If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR department or detail any adjustments on the application form.





EPSOM

COLLEGE

WWW.EPSOMCOLLEGE.ORG.UK