



In July 2024, the two charitable trusts that own [Sherborne Boys](#), [Sherborne Girls](#), [Sherborne Prep](#) and [Hanford](#), formally merged into one charity called the [Sherborne Schools Group](#) – a unique and exciting educational opportunity in the UK for girls and boys aged 3-19.

This merged Group includes Sherborne Schools Worldwide, a joint venture set up by Sherborne Boys and Sherborne Girls in 2017 to establish Sherborne-branded schools around the world.

Already enjoying established and wide-ranging links, many families choose Sherborne Prep or Hanford for their children before they progress onto Sherborne Boys or Sherborne Girls. However, both junior schools continue to prepare pupils for entry and scholarship to a wide range of senior schools.

For many years, Sherborne Boys and Sherborne Girls have benefitted from a close relationship, underpinned by shared values, a Christian foundation and a commitment to full boarding. The senior schools' unique collaboration, known as 'Separate Yet Together,' is distinctive and offers pupils all the advantages of a single-sex education alongside the benefits of co-education.

JOB DESCRIPTION

Sherborne Schools Group Recruitment and Selection Policy Statement

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

Job Title:	Purchase Ledger Administrator
Location:	Sherborne Schools Group
Reporting to:	Assistant Directors of Finance
Hours of Work:	37.5 hours per week. Hours of work are likely to be 8.30am – 5.00pm Monday to Friday less an hour for lunch (unpaid). There may be a requirement for flexibility in hours on occasion to meet the demands of the post.
Salary:	£26,000 to £28,000 per annum depending on skills and experience. Salary will be paid monthly in arrears direct into your nominated bank account and will usually be reviewed annually in September.

Holidays:	5 weeks holiday per year + Bank Holidays. Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday only to be taken following prior authorisation from the Assistant Directors of Finance taking into account busy periods.
Pension:	The postholder will be able to join the Support Staff Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).
Probationary Period:	In accordance with School policy, all appointments are subject to a six-month probationary period.
Medical Self Declaration:	The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.
DBS Disclosure (Police Check)/ References:	As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.
Postholder's Responsibility:	You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

Principal Role

To be responsible for all aspects of the Group's purchase ledger and maintain it to a high standard of accuracy.

The Group uses PASS which is a specialist accounting system for independent schools. The purchase ledger comprises approximately 1,250 active supplier accounts with an average of 1,200 – 1,250 invoices per month and on average 3 BACS payment batches each month.

To provide support to the Assistant Directors of Finance as required ensuring the smooth and efficient running of the Finance Department.

Core Duties

To take responsibility for and maintain the Purchase Ledger including:

- Receive supplier invoices and obtain authorisation from budget holders;
- Processing authorised invoices, checking they are correctly authorised and coded;
- Payment of suppliers by BACS, and occasionally cheque;
- Reconciliation of suppliers' statements and resolving errors/queries arising;
- Deal with new and existing suppliers and set up new accounts as needed;
- Control the issue of purchase order numbers

Sherborne Schools Group – Charity Accounts

The Purchase Ledger Administrator will be responsible for the management and administration of Sherborne School Group's Charity Accounts.

Duties include:

- Ensuring donations received are allocated to the correct accounts;
- Providing regular transaction reports to the Chaplain, Head of Charity and Outreach or other appropriate member of staff; and
- Liaising with the Chaplain, Head of Charity and Outreach or other appropriate member of staff on distributing funds raised to the individual charities.

The Sherborne School Foundation and Sherborne Girls Foundation

The Purchase Ledger Administrator will be responsible for the administration and management of The Sherborne School Foundation and Sherborne Girls Foundation transactions on PASS.

Duties include:

- Processing purchase ledger invoices/credit notes;
- Processing payments, receipts and other accounts data on to the finance system;
- Preparing monthly bank reconciliations;
- Monthly reconciliation of The Sherborne School Foundation and Sherborne Girls Foundation cash income journal to PASS, ensuring monies received are allocated to the correct funds, and Gift Aid control on PASS;
- Providing reports as required to relevant Foundation staff.

Other delegated duties include:

- Processing non-BACS payments e.g.: Direct Debits, standing orders, occasional cheques, petty cash and other accounts data on to the finance system, checking against statements. This will also involve reconciling various petty cash books.
- Processing departmental/online orders.
- Maintaining a filing system for all invoices and documents.

- Posting journals to the nominal ledger, as and when required.
- Receiving and responding appropriately to telephone calls.
- Working with other members of the finance team to ensure monthly tasks are carried out to meet deadlines.
- Undertaking other clerical duties as required and additional tasks to provide cover for other finance staff, assisting colleagues in a willing and positive manner.
- Attend relevant training sessions as required.
- Promote and safeguard the welfare of children and young persons.

These duties are not intended to be comprehensive and other tasks and projects will be undertaken at the direction of the Assistant Directors of Finance.

Person Specification	
Essential	Desirable
<ul style="list-style-type: none"> • Educated to GCSE level or above in English and Mathematics • Holds an appropriate accounting qualification e.g. AAT level 2/3 or qualified by experience • Working knowledge of all Microsoft Office applications • Previous experience of working in a finance function 	<ul style="list-style-type: none"> • Educated to A level • Customer service environment
<ul style="list-style-type: none"> • Computer literate • Numerate, accurate and literate • Effective time management/prioritising • Proven ability to work to deadlines • Knowledge of accounting processes and systems • Excellent interpersonal skills including the ability to liaise on all levels • Excellent organisational skills • Confidentiality 	<ul style="list-style-type: none"> • Knowledge of the PASS software
<ul style="list-style-type: none"> • Motivation to make a positive difference to schools, children and young people. • Flexible approach • Team player • Resourceful • Self-motivated • Integrity • Good communicator • Diplomatic 	

The postholder:

- Must comply with School policies and procedures
- Have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- Will be required to attend training sessions arranged by the School.

Training Requirement for the postholder – this list is not exhaustive, and the postholder may be required to undertake other training as required by the Schools.

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Fire Warden	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required

METHOD OF APPLICATION

To apply via TES, please submit the online application form, available via the ‘Quick Apply’ button, by the closing date - *please do not send in a curriculum vitae as we are unable to use them when short listing.*

In the event of any queries please contact: **Miss Emily Old, Recruitment Manager**
Human Resources, Sherborne School
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: 9.30am on Tuesday 25 February 2025

Early applications are strongly encouraged as we would like to secure the right appointment as soon as possible. Sherborne Schools Group reserves the right to interview candidates as applications are received.

Interviews likely to be held on: Friday 7 March 2025

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME

Anticipated start date: ASAP