



King Edward's  
WITLEY



Barrow Hills  
SCHOOL

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## Job Description – Purchase Ledger Clerk

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### **Overall Purpose**

This role controls the School's Purchase Ledger, including purchase orders, purchase invoices and purchase payments, and to support other members of the Finance team with accounting and administrative duties.

Reporting to: Finance Manager

Location: King Edward's Witley

Hours of work: 40hrs per week, Monday to Friday.

Annual leave: 30 days' holiday including Bank Holidays (rising to 35 days after 5 years)

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### **PRIMARY FUNCTIONS**

- Responsible for running the Purchase Ledger for King Edward's Witley and Barrow Hills School
- Responsible for reconciling and processing credit card purchases
- Responsible for reconciling utility bills and recharging to staff if applicable
- Administering school train tickets
- Assisting the accounts administrator with other tasks as required

### **Accounts ledger / payments**

- Registering supplier invoices and payments on PASS
- Distributing supplier invoices to cost centre owners for authorisation
- Checking cost centre coding to ensure correct allocation
- Checking to ensure no duplicate invoice payments
- Paying supplier invoices
- Investigating supplier queries
- Reconciling supplier statements
- Producing quarter end VAT and other reports
- Year-end accruals and pre-payments
- Reconciling monthly credit card statements and posting
- Processing and banking cash
- Investigating budget queries
- Providing assistance to the Accounts Administrator with general accounts processes

### **School specific administration**

- Collating pupil train ticket requirements from Houses
- Requisitioning tickets from South West Trains
- Distributing tickets to Houses
- Keeping staff council tax records up to date with the local authority
- Processing gas and electricity supplier invoices and allocating staff personal consumption to staff accounts
- Debt control of staff gas and electricity accounts

### **PERSON SPECIFICATION**

#### **Essential**

- GCSE Maths & English (Grade C/4 or above) or equivalent.
- Previous experience in an Accounts Payable / General Accounting role.
- Computer literate and familiarity with Microsoft Office Word, Excel and Outlook.
- Previous experience of Accounts Payable software.
- Good communication skills.
- Sympathy with the ethos and aims of the School and of the Foundation.

#### **Desirable**

- Education sector background.

### **FURTHER INFORMATION:**

**Terms and Conditions:** King Edward's and Barrow Hills school have their own salary scales, which provides generous remuneration. Single or family accommodation may be available at King Edward's at favourable rents; currently around 50 teaching staff live in school accommodation. Children of staff may be educated at King Edward's Witley and Barrow Hills Schools as day pupils at a very significantly reduced rate of fees, subject to household means-testing. Teaching staff are members of the Teachers' Pension Scheme.

## **FURTHER INFORMATION:**

**King Edward's Witley:** Founded in 1553 by Royal Charter in the City of London, King Edward's is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £30m which provides for children in need of a boarding style of education. In 2017-8 the foundation provided support to over 70 pupils to attend the School.

King Edward's Witley is a co-educational boarding and day school for around 400 pupils, around 55% of whom board. Main entry points at 11+, 13+ and Sixth Form.

Around 38% of students are from abroad, from over 40 different countries. There is a Sixth Form of 140, most of who go on to universities, including Oxford and Cambridge. At the same time the curriculum is deliberately broad and suitable for pupils of differing abilities. The School has become known for its innovative approach, including in 2004 the introduction of the International Baccalaureate Diploma, now its predominant Sixth Form curriculum, alongside A levels for some who wish to specialise earlier. In its most recent educational quality inspection in 2015 the School was judged by ISI to be "Excellent" in all areas. The Head is a member of HMC.

**The Area:** King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

### **Barrow Hills School (BHS) (IAPS, 2 – 13)**

Set in 33 acres with excellent facilities, BHS is a co-ed, Catholic, day school for 220 children aged 2-13. In 2015 BHS became the second school of the Bridewell Royal Hospital Foundation. This exciting merger of their governing charity with the Bridewell Royal Hospital brought closer ties to King Edward's Witley. It allows for the possibility of continued education from nursery to university across the two schools and, on a practical basis, allows the children at Barrow Hills to access facilities beyond the reach of most stand-alone preparatory schools.

Within the family of two schools, however, Barrow Hills continues to be an autonomous preparatory school preparing children at 11+ and 13+ for a broad range of senior schools, including King Edward's.

Further details of both schools are to be found in the Independent Schools' Year Book or on their respective websites: [www.kesw.org](http://www.kesw.org) and [www.barrowhills.org](http://www.barrowhills.org).

**Child Protection:** King Edward's Witley and Barrow Hills School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

*The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined.*

*This job description will be reviewed as appropriate in consultation with the post holder.*

Signed by (post holder) ----- Date -----

Signed by (manager) ----- Date -----