

Purchase Ledger Clerk

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|-----------------|--|-------------|---------------------|
| School: | Midsomer Norton Schools Partnership | Posted: | 15th April 2025 |
| | | Expires: | 25th April 2025 |
| | | | 11:59 PM |
| Location: | Silver Street, Midsomer Norton, Somerset BA3 2UD | Start Date: | As Soon As Possible |
| | | Job ID: | 1478402 |
| Contract Type : | Permanent | | |
| Salary: | Grade 3-4 £24,790 - £26,835 | | |
| Hours: | Full Time | | |



Midsomer Norton Schools Partnership

Role: Purchase Ledger Clerk

Location: Central Trust Offices

Start Date: ASAP

Closing Date: Friday 25th April

Interview Date: TBC

Hours: 37 hours per week, Monday to Friday, all year around

Salary: Grade 3-4 depending on experience. £24,790 - £26,835

The Midsomer Norton Schools' Partnership is seeking a highly motivated and detail-oriented Purchase Ledger Clerk to join our central finance team. This is an exciting opportunity to be part of a collaborative, professional, and supportive environment, where your skills will contribute directly to the effective financial operations of a thriving educational trust.

About the Role: As a key member of the Purchase Ledger Team, you will play a vital role in delivering a responsive and accurate service to our schools and staff. You will be responsible for processing purchase invoices and orders, maintaining supplier relationships, and ensuring compliance with financial procedures and HMRC regulations.

This role is perfect for someone who is confident working in a busy office environment, thrives in a team setting and is passionate about accuracy and efficiency in financial administration.

Key Responsibilities:

- Accurately process purchase invoices and purchase orders
- Reconcile supplier statements and direct debits
- Ensure timely and accurate supplier payments
- Maintain positive supplier relationships and adhere to agreed timescales
- Comply with all internal financial procedures and controls
- Support audit processes and assist with ad-hoc project work
- Collaborate with wider Trust finance teams
- Ensure complete confidentiality of sensitive information
- Engage in ongoing personal development and training

There are many advantages to working for us including 26 days' annual leave (rising to 31 after 5 years service) plus bank holidays (pro rata), access to a government pension scheme, sick pay scheme, cycle-to-work scheme, free eye tests and employee assistance helpline. You also have access to an employee benefits platform which offers savings on everyday essentials to special offers on travel, dining, and entertainment.

We encourage early applications as we reserve the right to close the vacancy prior to the closing date if we receive sufficient applications for the role.

Safeguarding Statement:

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.