

Purchase Ledger Administrator

School:	Cambridge Regional College	Posted:	5th June 2025
Location:	Kings Hedges Road, Cambridge, Cambridgeshire CB4 2QT	Expires:	19th June 2025
Contract Type :	Permanent	Start Date:	To Be Confirmed
Salary:	£20000-£30000pa	Job ID:	1491319
Hours:	Part Time	Job Reference:	CAMR192416



Cambridge Regional College

Cambridge Regional College have an exciting opportunity for Purchase Ledger Administrator to join our Finance team at our Cambridge Campus.

You will join us on a part time basis and in return you will receive a competitive salary of between **£26,825 – £28,629 (pro rata) per annum, plus staff benefits.**

Weekly Hours: 30 Weekly working pattern: Either 7.5 hours per day for 4 days (Mon-Fri) or 6 hours per day over 5 days (Mon-Fri).

Cambridge Regional College is a large and inspirational centre of learning with Campuses in Cambridge and Huntingdon. We have outstanding teaching and leisure facilities and a reputation for excellence in several fields. Our campus facilities are among the best in the country, and you'll find a modern teaching environment with lots of energy and interaction. CRC is a college to be proud of and to be in.

In addition, we value our staff as we understand they make the difference in transforming lives, our investment in our staff has been formally recognised in being accredited with **Investors in People Gold status.**

Just some of the rewards you can benefit from joining our staff, include:

- Generous Holiday-**Teaching staff 42 days, management 35 days and support staff 27 days. In addition to 8 days bank holidays plus Christmas closure**
- Generous pension scheme - **Generous Contributory Pension Schemes: TPS 28.68%and LGPS 20.10%**
- Free gym membership option and discounted classes (Cambridge campus)
- Discounted rates on college courses
- BUPA Health Expenses cash plan and Occupational Health services
- Free annual flu vaccination and Corporate Eye Care Scheme
- Free on-site car parking with EV charging spaces available

- Exclusive discounts for high street and online stores with Rewards@CRC

- On site subsidised restaurants, retail and coffee outlets including Costa and Starbucks

- Free independent telephone counselling service with our Employee Assistant Programme

- Staff Development opportunities.

- Discounted or fully funded rates on college course.

- The Park Restaurant 10% Discount

About the role:

We are looking to appoint an experienced Purchase Ledger Administrator. Reporting to the Finance Officer, you will assist the team with inputting and reconciling supplier invoices and statements, compiling payments runs, resolving supplier queries and helping budget holders with queries.

We welcome candidates who have experience working in a similar role within finance who have knowledge of accounting software, and intermediate MS Excel and Word skills. You will be an excellent communicator who is confident in helping students, parents and sponsors with queries, in person, over the phone and by email.

This role encompasses a variety of tasks. You will have the ability to prioritise and work well under pressure. You will have a positive outlook and a can-do approach.

Applicants will be willing to help the wider finance team with other tasks during peak periods, such as Enrolments. You would receive full training to enable you to provide advice to students and parents relating to finances when they come to enrol at the start of the academic year.

Agile working

Usually, the postholder would work in the office for a minimum of 60% of their week and has the option to work from home for up to 2 days per week.

Closing Date: 19th June 2025

Interviews: 30th June / 1st July 2025

Safeguarding statement

Cambridge Regional College is committed to safeguarding and promoting the welfare of children and young people. Therefore, we expect all workers and employees to share this commitment.

All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List check through the Disclosure and Barring Service (DBS).

The College reserves the right to fill this vacancy ahead of the closing date if a suitable candidate is found.

Safeguarding Statement:

Cambridge Regional College is committed to safeguarding and promoting the welfare of children and young people. Therefore, we expect all workers and employees to share this commitment. To learn more about our Safeguarding policy please see link: <https://www.camre.ac.uk/student-support/supporting-you/safeguarding/>

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