



Merchant Taylors' School

Ambition | Character | Excellence

Merchant Taylors' School Crosby, Liverpool

Purchase Ledger Assistant

We are seeking to employ a Purchase ledger Assistant to work 3 days a week on the School site. We cannot offer hybrid working in the role, but it is a permanent contract.

Reporting in to the Head of Finance, you will be fully accountable for the whole purchase ledger process from purchase orders through to invoices and reconciliations, whilst working in line with the School's robust policies and processes. You will provide a professional and efficient service to the finance function, monitoring how much is owed and providing accurate information to the Head of Finance. You will work in partnership with the Procurement & Contract Manager to ensure the purchase process is followed by budget holders. In addition, the role encompasses keeping the daily bank transactions up to date and for the month end bank reconciliations, also providing information to inform cashflow projections

Candidates are strongly encouraged to visit the school website for more information about our thriving school, which offers an exceptionally rich curriculum and strong sense of community www.merchanttaylors.com

The safeguarding responsibilities of the post include:

- The provision of a safe environment in which children and young people feel heard
- Being aware of the indicators of abuse and neglect
- Ensuring vigilance in recognising changes in behaviour or mood
- Reporting safeguarding concerns in line with the School's Safeguarding Children and Child Protection Policy
- Attending Safeguarding training and updates as requested by the School

The duties of this role meet the definition of regulated activity relevant to children and an enhanced DBS check with children's barred list is appropriate.

School Safeguarding Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past

employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. 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 on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

For further details and to apply, please visit www.merchanttaylors.com/join-our-team/support-staff-vacancies

Candidates should submit an application form via email to recruitment@merchanttaylors.com or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP.

Closing date: midday 14th October 2022.