

PURCHASE LEDGER CLERK AND HR ASSISTANT

Job Description

MST – Mulberry Academy Hastings

JOB TITLE	Finance and HR Assistant
EMPLOYER	Mulberry Schools Trust
LOCATION (Academy)	Mulberry Academy Hastings
RESPONSIBLE TO	Academy Business Manager
RESPONSIBLE FOR	Not applicable
GRADE	Single Status Grade 4
FULL-TIME/ PART TIME/ WEEKS	Part-Time/ 20 hours per week/ Term Time Only plus 20 days (43 weeks)
MAIN PURPOSE OF THE JOB	To provide efficient and effective purchase ledger support within the Finance Department, ensuring all financial transactions are processed accurately and in a timely manner. The postholder will also provide administrative support to the HR function, assisting with personnel records, recruitment administration and compliance activities. The role requires a high level of accuracy, attention to detail and confidentiality when handling financial and employee information.
Key Responsibilities	
Finance Administration	
1	Process supplier invoices accurately and promptly in accordance with the school's financial procedures.
2	Match purchase orders, delivery notes and invoices, investigating and resolving discrepancies where necessary.
3	Prepare supplier payments and maintain accurate payment records.
4	Reconcile supplier statements and resolve outstanding queries.
5	Create and maintain supplier accounts within the finance system.
6	Monitor finance inboxes and respond to routine supplier and staff enquiries.
7	Assist with monthly financial reconciliations and reporting requirements.

8	Maintain accurate filing and record-keeping systems for financial documentation.
9	Support the Finance Manager with year-end audit requirements and financial compliance activities.
10	Ensure all transactions comply with financial regulations, internal controls and school procedures.
HR Administration	
1	Provide administrative support for recruitment activities, including arranging interviews and preparing recruitment documentation.
2	Assist with onboarding administration for new starters.
3	Maintain personnel files and electronic employee records.
4	Support the administration of DBS checks, right to work checks and other safer recruitment requirements.
5	Update HR systems with employee information and contractual changes.
6	Assist with monitoring mandatory training and compliance records.
7	Support absence recording and reporting processes.
8	Prepare routine HR correspondence and documentation as required.
9	Assist with maintaining the school's Single Central Record, ensuring all required checks are accurately recorded and up to date.
Other Professional Requirements	
1	Maintain confidentiality in relation to financial, employee and school information. Act in line with GDPR requirements, ensuring secure handling and disposal of sensitive information.
2	Provide excellent customer service to staff, suppliers and external stakeholders.
3	Comply with the school's policies and procedures, including safeguarding, data protection and health and safety requirements.
4	Undertake other duties commensurate with the grade and responsibilities of the post.
5	Contribute to a positive and collaborative working environment.
This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate. There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.	
Date: September 2026	

Additional Information
• This post is subject to an Enhanced Disclosure and Barring Check (DBS) • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.
Mulberry Schools Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.