

Purchase Ledger Assistant

 gateway
qualifications

learning your way

A message from our Chief Executive Officer

Welcome to Gateway Qualifications

Our vision is 'to be the awarding organisation of choice, supporting learners and apprentices through their gateway to success'.

We do this by creating the highest quality products and services that are accessible to all learners and apprentices and that meet the needs of all types of providers.

Our expert teams have been supporting providers and supporting learner success for more than 30 years. Over that time, we have constantly evolved to remain responsive to our customer requirements and the changing demands of the learning and skills sector.

Our own success is supported by our genuine desire to provide the best service possible, through sharing our expert knowledge and sector experience, and by building strong working relationships with centres and partners.

If you work hard to be the best in your field and thrive on working as part of a team, we would like to hear from you.

It is only through our people we can continue our success story. We look forward to meeting you.

Fabienne Bailey
CEO

About Gateway Qualifications

At Gateway Qualifications our focus is on creating the highest levels of in-demand qualifications which are accessible to everyone enabling all learners to thrive. To do that, we want people working with us who represent and reflect the diversity of everyone in the UK. As an equal opportunity employer, we therefore encourage applications from people of all backgrounds and are committed to employment practices that promote diversity and inclusion.

Our expert teams have been supporting providers and changing futures for more than 30 years.

As an Awarding Organisation we offer a wide range of Regulated qualifications, Apprenticeships and Access to HE Diplomas and can develop new qualifications and quality assure in-house training.

If you join us, you'll be joining an award-winning team who work hard every day to make a difference to the lives of learners. We have won in the following categories at the Federation of Awarding Bodies (FAB) Awards; Qualification of the year, two years in a row, Learner of the year, Individual of the year, AO/Provider Relationship of the year, Awarding Organisation of the year and Innovation of the year.

Job Details & Description

If you are interested in this vacancy, please review the candidates pack for more information and you will be able to make an application via the apply button below. **Please ensure you attach your CV and a Covering Letter explaining why you are suitable for the role.**

The closing date for applications will be midday on Monday 10th November 2025. We reserve the right to close this vacancy early if we receive sufficient applications for the role. We may also consider applications as they arrive and may start interviewing prior to the closing date. Therefore, **if you are interested, please submit your application as early as possible.**

Interviews will be online and are scheduled for week commencing 17th November 2025. All candidates shortlisted for interview will be required to complete an online digital literacy skills assessment and/or a role-related task as part of the selection process.

Please note that you must have proof that you have the right to work and live in the UK.

Job Title	Purchase Ledger Assistant
Reports to	Management Accountant
Division/Department	Operations / Finance
Employment Status	Permanent - Part Time
Working Hours	Part Time, 20 hours per week. Working 4 hours per day over 5 days a week. (hours and days may be subject to change to respond to customer needs).

Location	Remote, with some travel to Colchester, Essex
Responsible For	n/a
Salary Range	Starting from £13,079 - £15,667 per annum (FTE circa £22,889 - £27,418) Depending on experience

Job Purpose

- To ensure accurate and timely recording of all financial transactions related to purchases, helping to maintain strong supplier relationships.

Responsibilities and Accountabilities

Purchase Ledger

- To code and enter purchase invoices onto the Finance system, seeking approval from budget holders and resolving associated queries.
- To prepare supplier payment runs for approval.
- To process supplier related payments (such as Direct Debits) from the bank onto the Finance system.
- To ensure supplier records are kept up to date and changes validated in line with company procedures.
- To maintain supplier invoice approval workflows within the Finance system.
- To resolve supplier queries that are received into the Finance inbox and/or from telephone enquiries.
- To reconcile statements received from suppliers.
- Managing purchase orders by ensuring invoice accuracy and proactively monitoring open orders through to successful completion.
- To code and enter staff expenses onto the Finance system ready for payment through payroll.
- To code and enter staff expenses incurred on company credit cards.
- To ensure invoices and expenses are claimed and approved in line with company policies and procedures.

General Finance / Office Administration Tasks

- To support the Management Accountant in maintaining the chart of accounts.
- To assist with resolving customer queries that are received into the Finance inbox and/or from telephone enquiries.
- To run reports from the finance systems and help with analysis as required.
- To assist the Finance team with other duties of a similar nature and level.
- To support the team in project work as and when required.

Person Specification (Short Listing Criteria)

ESSENTIAL AND/OR DESIRABLE, IDENTIFIED FROM CV

Qualifications

- A Level or equivalent Level 3 or higher technical finance related Certification.
- Grade C/4 or higher in English and Mathematics.

Experience

- Experience of working in a professional environment in a finance administration role, undertaking a purchase ledger and/or a variety of finance related tasks.
- Experience of using accounting software to process transactions.

SKILLS AND QUALITIES TO BE ASSESSED AT INTERVIEW

Knowledge & Skills

- A proficient level of digital literacy, including specific knowledge and experience of working with the Microsoft Office suite (Word, Excel, PowerPoint, Outlook, and Teams) and a range of other digital tools and apps.
- A proficient level of communication skills, specifically written and oral, to be able to communicate effectively with a wide range of stakeholders and dealing with challenging customer enquiries.
- Excellent time management skills, with the ability to work to deadlines, while managing and prioritising your own workload to ensure efficient and effective outcomes.
- Excellent attention to detail and accuracy.

Personal Attributes

- Ability to relate to and work in line with our Values.
- A commitment to providing excellent customer service, both externally to our clients and customers and internally to colleagues.
- Ability to work independently and on own initiative.
- Self-motivated with a flexible approach to work and a willingness to undertake regular Continued Professional Development (CPD).

General Statement

All staff are expected to create an environment of service excellence by engaging and thinking from the customers perspective and being highly motivated to deliver outstanding customer service.

All staff are expected to be aware of and comply with the policies, processes, and procedures of the organisation.

You may be asked to undertake any other duties commensurate with the nature and level of the post.

The duties and responsibilities outlined in this job description are liable to change to meet the needs of the business. The Chief Executive Officer will discuss and agree any significant changes that arise.

Our Company Values

We believe in involving our staff in all aspects of the business. We asked them to choose our values and behaviours so that it means something. We expect everyone to demonstrate these in their everyday work when representing Gateway Qualifications. All staff and Wider Workforce are expected to conduct their work in line with the organisation's values.



Partnership

Working together
Supporting teamwork across the organisation
Communicating, listening, supporting, and collaborating



Integrity

Behaving ethically, with openness and honesty
Trusting and respecting each other
Taking ownership of our performance



Originality

Embracing change
Thinking creatively and innovating
Encouraging positive risk taking



Quality

Striving to do things right every time.
Taking pride in what we do
Continuously improving

Working at Gateway Qualifications

We are both a business and a charity, united by a mission to support our centres and empower education across the UK.

Our leadership team and Board of Trustees is deeply committed to our educational and charitable goals, ensuring everything we do is driven by purpose and impact.

We take pride in our customer-focused approach, collaborating with schools, colleges, charities, and learning providers nationwide to deliver meaningful outcomes.

Our team is made up of 60+ core staff, supported by a wider network of consultants and associates (our wider workforce), bringing our total workforce to around 200 dedicated professionals.

Our Benefits

Salary: We all like to feel we are fairly rewarded for our hard work. At Gateway Qualifications equality and fairness are a core part of our HR strategy. We have an open and transparent pay scale model that rewards staff through a 6 point pay scale.

You will be able to progress through the scales based on achieving your objectives and contributing to a successful organisation. The scales are regularly benchmarked, and we believe we pay competitive salaries. We are happy to talk through any queries about the pay as we like to attract the best candidates.

Pension: We offer a fantastic pension scheme. You can pay into the University Superannuation Scheme which is a defined benefit scheme where your pension will be based on your career average salary. Feel free to ask more about this later in the recruitment process.

Annual Bonus: We like to share our success with our staff. If the business is thriving and we achieve our targets, then the Board has the discretion to award all employees with a lump sum bonus. The amount changes from year to year but it means everyone benefits in our team success.

Homeworker Allowance: All employees that work remotely receive a monthly Home Worker Allowance as a contribution towards the costs of utilities.

Working Hours: Our full-time working week is 35 hours. This is a great benefit, but we do sometimes ask for flexibility. This may mean working more hours when we need it and then taking a bit of time off another day with your manager's agreement. We don't do clock watching or filling out timesheets. We trust our staff to do the right thing.

Flexible Working: Our core office opening hours are 8.30am to 5.30pm and we have flexible start and finish times within these hours depending on your job role. We understand that things can change, or you may have the occasional appointment during work hours, and we are happy to accommodate this with your manager's approval.

Holidays: We offer a generous holiday entitlement of 30 days leave plus Bank Holidays. We also close between Christmas and New Year. If you work part-time this is pro-rata.

Supporting You: You'll have regular monthly one-to-one meetings with your manager and quarterly reviews where objectives will be set.

Continuing Professional Development (CPD): We encourage all staff to continue to learn and grow in their careers and we also encourage personal development. All staff are given individual LinkedIn Learning licences, which provides access to thousands of general and specialised learning opportunities.

Communication and Get Togethers: We know how important it is to keep everyone up to date with what's happening across the organisation and sector, while working

remotely. Therefore, we have weekly Thursday Training for all staff where key priorities and learnings are shared and monthly Newsletters for general news and updates.

Working from home can sometimes feel a little removed, so we also manage to squeeze in regular virtual team socials, and we also get together for staff days out. As well as learning new skills these days out of the office are great fun. Previous staff days have included treasure quests, getting creative with power tools, and feeding giraffes and elephants!

Technology & Equipment: We provide all our staff with the necessary technology and equipment for their job role. Staff are required to ensure their home working environment is suitable with an appropriate desk and chair, a reliable, high speed internet connection, and a quiet place to work.

Sick Pay: Although we hope you don't need to use it, it is reassuring to know that if you need to be off work due to a major illness then we are able to support you with a generous sick pay scheme. The benefit increases with service up to 6 months' full pay and 6 months' half pay.

Wellbeing Benefits: We have partnered with some amazing health providers, to ensure that our staff (on completion of probation) have access to 24/7 wellbeing benefits. These include an Employee Assistance Programme (EAP) and Health Cash Plan.

Accreditations

