



# Recruitment Pack

**Part-Time  
Purchase  
Ledger Clerk  
25k (pro rata) +  
benefits**

**April 2026**

# Welcome

Thank you for your interest in joining our team! We're thrilled that you've discovered us and are eager to share more about this exciting role.

SAAF Education is a market-leading provider of business support services in the education sector. Our services include finance consultancy, payroll, HR, supply & recruitment, and internal scrutiny support. We're a key strategic partner to over 1,000 schools, academies, and trusts.

Our mission is clear: to alleviate the burden on school business leaders by providing tailored support that supports them every step of the way. By streamlining processes, we empower educational leaders to focus on educational excellence and pupil care.

But we're not content to simply maintain the status quo. Continuously adapting, learning, and attentively responding to the needs of our clients, we've become the preferred choice for many institutions - and our ambition is to be the ultimate choice for all.

Central to our success is our belief that people are the cornerstone of our vision. We understand that success can be achieved with the support of an exceptional team.

## Why SAAF?

At SAAF, we're dedicated to sharing our expertise with schools, academies, and trusts. To do this, we require a strong and talented team. We've shaped an open, positive, and collaborative culture which will allow you to flourish and develop.

[Read more about us](#)

## Our Values



**Customer-  
centric**



**Act  
ethically**



**Proactive**



**Trailblazers**

# Purchase Ledger Clerk

**Job Type:** Temporary to Permanent (initial 6-month contract with the potential for permanent employment)

**Location:** Hybrid working (Home and Nottingham Office-based)

**Hours:** Part-time – ideally 3 days per week (flexible hours to be agreed)

## Role Overview

SAAF Education is seeking a reliable and detail-oriented Purchase Ledger Clerk to join our collaborative finance team. This is a part-time, hybrid role offering flexibility between home and office working. You will be working within a supportive team environment, sharing responsibility across a portfolio of clients within the education sector.

This role is ideal for someone with strong organisational skills, a proactive mindset, and the ability to manage multiple tasks efficiently.

## Key Responsibilities

- Posting purchase invoices accurately and in a timely manner
- Raising sales invoices for multiple clients
- Monitoring and managing a shared email inbox, ensuring queries are addressed promptly
- Assisting with reconciliation of supplier statements
- Supporting the wider finance team with day-to-day ledger tasks
- Maintaining accurate financial records across various systems

## Skills & Experience

- Previous experience in a purchase ledger or similar finance role is essential
- Experience working with multiple accounting software systems
- Strong attention to detail and high level of accuracy
- Ability to work effectively as part of a team
- Self-motivated with the ability to use initiative and manage workload independently
- Good communication and organisational skills

# Purchase Ledger Clerk

## Benefits

- Flexible and hybrid working
- 24 days annual leave + bank holidays (pro rata)
- Electric car salary sacrifice scheme
- Professional development and CIPD support
- Employee Assistance Programme
- Collaborative and supportive team culture