

A great place  
to work

## Candidate Pack

# Purchase Ledger Officer



# Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity, and passion. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.

Leadership



Integrity



Passion



Community



Equality



Resilience



Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](http://bright-futures.co.uk)

The Central Team includes the Executive Team: Lisa Fathers, CEO (Interim); Anna Sharpley, Chief Finance & Operations Officer; Sarah Schollar, Director of Education (Interim) and Jayne Carmichael, Director of Professional Development.

The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Why-Join-Bright-Futures](http://Why-Join-Bright-Futures)

# Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. Bright Futures Training which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub NW1 Maths Hub, providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) Bright Futures SCITT, which is the largest in the North West. Within the Development Institute, Bright Futures also has two Teaching School Hubs, serving Manchester, Stockport, Salford, and Trafford. Bright Futures Send Outreach is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the Bright Futures Early Years Hub.



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: Our Strategy.

# Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

## Terms and Conditions

|          |  |
|----------|--|
| Salary   | Bright Futures Grade 4 - Point 7 to 11 (£26,403 - £28,142)   |
| Holidays | 26 days plus bank holidays, rising to 31 days plus bank holidays after 5 years service.  |
| Contract | Permanent, 36.25 hours per week and working all year round   |
| Pension  | Local Government Pension Scheme  |
| Location | Based at our Central Office - The Hub 144 Irlam Road, Flixton M41 6NA  |
| Other    | We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development. |



# A Great Place to Lead

**At Bright Futures we offer endless opportunities to lead:**

- Leadership coaching
- National Professional Qualifications (NPQ) and Early Career Framework (ECF) facilitation
- System leaders e.g., National Leaders of Education (NLEs)/Specialist Leaders of Education (SLEs)
- Involvement with school-to-school reviews
- Mentoring Early Career Teachers and trainee teachers
- Networks



# How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

**NO AGENCIES PLEASE.**

Our application form is available online, along with the disclosure of criminal background form. The portal link is: <https://mynewterm.com/trust/Bright-Futures-Educational-Trust/2437>

Alternatively, you can click Apply Now on this role via the current vacancies page of our website.

**Closing Date: Monday 16 February 2026**

You will be notified after the closing date whether you have been shortlisted.

## Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

## Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).

# Job Description

## Purchase Ledger Officer

By supporting and maintaining the Trust's purchase ledger processes, this role ensures accurate financial records, timely supplier payments, and compliance with financial policies. Acting as a key link between schools, suppliers, and the central finance team, the postholder delivers efficient, well-controlled financial support that enables effective budget management and value for money, contributing to the Trust's financial stability and the smooth operation of schools.

### Key responsibilities

1. Process purchase invoices accurately and in a timely manner for designated schools ensuring budget coding is correct and investigating any discrepancies.
2. Create BACs runs on a weekly basis, ensuring invoices presented have been appropriately authorised and supplier details checked.
3. Send remittances ensuring the correct email address has been used.
4. Liaise with school-based staff and suppliers with purchase or invoice queries. Give guidance on our finance processes and support in selecting an appropriate supplier for their needs.
5. Correlate information for credit card statements for designated schools, ensuring all relevant paperwork is present and each transaction is coded correctly in a monthly report for the Purchase Ledger Supervisor to import into finance system.
6. Raise Requisitions when required ensuring coding is correct.
7. Convert approved requisition to purchase orders ensuring they are coded correctly and processed in line with the Trusts financial scheme of delegation.
8. Place approved Purchase Orders with suppliers.
9. Monitor and organise designated email inbox and respond to queries in a timely manner.
10. Review the commitments report so that purchase orders on the finance system are relevant and budgets are up to date. Request statements from suppliers where needed to facilitate the deletion of outdated orders.
11. Review the aged creditors report and investigate why any invoices haven't been paid and any debtors followed up.
12. Send new supplier forms to suppliers and forward completed forms with supporting documentation to the Purchase Ledger Supervisor for setup on the finance system.
13. Follow up on any undelivered orders, ensuring purchase orders have been received by suppliers and update schools on expected delivery times.
14. Work with central finance team and school staff to ensure that all relevant finance policies are complied with.
15. Assist with financial month and year end processes.
16. Assist fully with any requirements asked by auditors relating to duties, systems, and documentation.
17. To represent the Bright Futures Executive Team and operate in a professional manner at all times
18. The role holder will be expected to work flexibly in terms of location and hours of work to accommodate the needs of schools.
19. To take part in the Trust's appraisal scheme and to undertake training and personal development to improve own practice.
20. To undertake any other reasonable request or duties commensurate with the post.

# Person Specification

| Category   | Essential  | Desirable   | Means of Identification  |
|--|--|---|--------------------------|
| Relevant Experience, qualifications and training | <ul style="list-style-type: none"> <li>• A minimum of five GCSEs, including Maths and English</li> <li>• Proficiency in Microsoft applications, including Outlook, Word and Excel</li> <li>• Experience of carrying out core transactional finance activities in purchase ledger.</li> <li>• Experience of working with accounting software.</li> </ul>  | <ul style="list-style-type: none"> <li>• Understanding of journal entries</li> <li>• Experience of a finance administration role in a school environment</li> </ul> | Application Certificates |
| Knowledge, skills, abilities                     | <ul style="list-style-type: none"> <li>• Excellent organisational and prioritisation skills, with the ability to manage multiple competing activities</li> <li>• Excellent written and verbal communication skill.</li> <li>• A commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection</li> <li>• Excellent troubleshooting and problem resolution skills</li> <li>• Tact, diplomacy and absolute confidentiality in handling staff matters</li> <li>• Attention to detail and a commitment to carrying out activities with diligence and accuracy</li> <li>• A collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation</li> </ul> |   | Application Interview    |

# Bright Futures | Purchase Ledger Officer

|                          |   |  |                                       |
|--------------------------|---|--|---------------------------------------|
| Other                    | <ul style="list-style-type: none"><li>• Self-motivated with a drive to complete tasks to the required time scales and quality and compliance standards</li><li>• Flexibility to adapt to changing workload demands</li><li>• A commitment to further training and a willingness to participate in relevant CPD.</li><li>• A positive approach to challenges, seeks solutions to problems and addresses difficulties with cheerfulness and good humour</li></ul> |  | Application Form<br>Interview<br>Task |
| Safeguarding             | <ul style="list-style-type: none"><li>• Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people</li></ul>   | <ul style="list-style-type: none"><li>• Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines</li></ul> | Application Form<br>Interview<br>Task |
| Our Values               | <ul style="list-style-type: none"><li>• Leadership</li><li>• Integrity</li><li>• Passion</li><li>• Equality</li><li>• Community</li><li>• Resilience</li></ul>  |  | Interview<br>Tasks                    |
| Pre-Employment Screening | <ul style="list-style-type: none"><li>• Enhanced DBS check</li><li>• Two satisfactory employment references, from the last two employers</li><li>• Evidence of the right to work in the UK</li><li>• ID Check</li><li>• Online Screening</li><li>• Section 128 checks</li></ul>   |  |                                       |