



HAMPTON SCHOOL

(HMC 1312 boys 11-18, 385 in Sixth Form)

**PURCHASE LEDGER / ACCOUNTS ASSISTANT**  
**1 year Fixed-Term Contract**  
**Full-Time or Part-time (minimum 4 days)**  
**To start as soon as possible**

Hampton is one of the UK's most successful independent schools and is seeking to appoint a Purchase Ledger/Accounts Assistant to work within the Bursary Team.

The successful candidate will be responsible for supporting the Purchase Ledger, Sales Ledger, banking and other bursary related administrative functions. Previous finance administration experience is desirable as well as excellent IT, administration and interpersonal skills. You will also be able to demonstrate initiative, the ability to multi-task and the flexibility to adapt to ever-changing priorities.

Normal working hours are Monday to Friday 8.45am – 4.45pm. The full-time salary will be £24,802 per annum plus a suitably attractive benefits package.

The closing date for applications for this position is **Monday 19 August 2019 at 9am**. The School reserves the right to commence or complete the interview process at any time prior to the closing date.

Further details of the post and application form may be obtained from the Hampton School website [www.hamptonschool.org.uk](http://www.hamptonschool.org.uk). Application forms to be emailed to [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk).

*Hampton School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure through the DBS. Hampton School is an equal opportunities employer.  
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