

IntoUniversity

Purchase Ledger Assistant
(part-time: 18.75 hours per week)

August 2026



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive Officer
& Co-Founder

My name is Rachel Carr and I am one of the founders of **IntoUniversity** and its current CEO.

We're an award-winning charity running local learning centres in the heart of the communities where the young people we support live. Our centres provide a high-impact education programme which includes practical learning support, pastoral care, and motivational and confidence-building activities for young people aged 7-18. Our aim is to enable students from the least advantaged neighbourhoods to realise their ambitions and achieve their wonderful potential.

As the UK's leading university access organisation, our staff team is helping over 60,000 young people each year at its 46 learning centres across England and Scotland, and we plan to scale-up our provision over the coming years.

We are looking for a part-time Purchase Ledger Assistant to join our finance team. You will support the close-knit and friendly finance team to ensure the effective operation of the charity's purchase ledger and banking processes.

You don't need to have experience of working in a finance role - rather, we are looking for **skills and aptitude**. However, you must be able to demonstrate a high level of numeracy, good written communication skills, and a working knowledge of Microsoft Excel.

As a charity with social mobility as its core objective, IntoUniversity is wholly committed to equality of opportunity. We work with children and young people from a diverse range of backgrounds, and we believe that our staff team should be similarly diverse and representative.

The more inclusive we are, the better our work will be, and we recognise that we have much more to do in this regard. We are committed to building a culture where students, staff and volunteers are valued for the unique people they are. We therefore encourage applications from candidates from as wide a range as possible of ethnic, cultural and social backgrounds. In particular, we actively and warmly welcome applications from Black, Asian and minority ethnic candidates, male candidates and candidates with a disability as they are currently under-represented within **IntoUniversity**.

If you believe that all young people deserve the chance to develop their talents regardless of their background and want to play a part in helping them succeed, then we would be delighted to hear from you.

Thank you very much for your interest and I look forward to receiving your application.

A handwritten signature in black ink that reads "Rachel Carr". The signature is fluid and cursive, with the first name "Rachel" being more prominent than the last name "Carr".

Please contact jobs@intouniversity.org for more information

The role at a glance



The role at a glance

Contract

Permanent, part time (18.75 hours per week)

Start date

As soon as possible, as agreed with the candidate.

Working hours

The charity's working hours are 09:00 to 17:30, Monday to Friday. The ideal working pattern for this role would be two full working days of 7.5 hours (based in the office), with a further half day of 3.75 hours (which you may choose to work from home). However, we are happy to discuss other working hours structure with you – for example, 3.75 hours per day, 5 days per week.

We are a delivery organisation providing frontline educational services for young people. Our Head Office team is based on the site of our North Kensington centre in West London.

We are an organisation with team members at different stages of their career, including many in their first roles: we are committed to nurturing talent and providing a developmental culture for all. Our Head Office team typically works in-person 80% of the time.

Salary

£31,850 (including £2,800 London contribution)

Location

IntoUniversity Head Office, 95 Sirdar Road, London W11 4EQ

Annual leave

33 days (inc bank & public holidays) per calendar year
+ 3 closure days (two in December and one in July)
+ additional length of service entitlement
(one day per year of service, up to 5 days)

Key Dates

Application deadline

9am Monday 14th
September 2026

Interview Day (in-person)

Wednesday 23rd
September 2026



Application and selection process



Staff Benefits

You can read more about our benefits [here](#).



Employer pension contributions

We provide competitive pension contributions of 6% (and up to 8% after two years).



Early finish Fridays

Year round 'early finish' Fridays at 4.30pm to kick start the weekend.



Summer working hours

Summer working hours with 1pm finishes on Fridays for six weeks



Wellbeing support

Online wellbeing workshops, a confidential 24/7 helpline through our Employee Assistance Programme and corporate eyecare scheme



Life assurance

Life Assurance scheme with Aviva including SmartHealth service with access to 24/7 online GP appointments



Cycle to Work and Travelcard Loan Scheme

Loans to support the purchase of cycling equipment and annual travelcards



Family friendly policies & work life balance

Enhanced maternity, paternity, adoption, and shared parental leave alongside compassionate and time off for dependants leave



Employee experience

Staff networks, employee forums and bi-annual whole team events



Training & development opportunities

Including one personal CPD day a year and an annual Staff Conference.



New starter loans

Interest-free new starter loans of up to £1,000



Sabbatical Leave

Opportunity to apply for sabbatical leave after two years of service (conditions apply)

Application process

What is the selection process?

1. Application Submission

Please complete your application [here](#) where you'll be asked to upload your CV, a Covering Letter and answer some questions related to our values, before **9am Monday 14th September 2026**.

2. Application review

The shortlisting panel will then review your application to ensure your qualifications and experience align with the role and your values align with our charity.

3. Interview (in-person)

We will invite shortlisted candidates to attend interviews with members of our management team. We will also ask you to complete a short exercise to assess your skills and competencies for this role. This is scheduled to take place on **Wednesday 23rd September 2026**. We will also be in touch with candidates who are not shortlisted to let them know.

4. Outcomes

After the final interview, we will contact the successful candidate with an offer, and will offer feedback to candidates who have attended the interview and are not successful.

Use of AI

At IntoUniversity, we might use technology to help us to manage the recruitment process, but we don't make decisions based on artificial intelligence (AI). We have a human approach to hiring and all applications are reviewed and assessed by our team.

Similarly, what we are most interested in hearing about is your individual motivation, experience, skills and values. AI doesn't know about you or what motivates you - we want to hear from you!

AI may be a helpful tool, but typically leads to generic answers repeated by multiple candidates, not stand out applications. Please make sure that your responses reflect your own thoughts and experiences.

Accessibility and adjustments

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible.

If you require a different format of the application form, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at jobs@intouniversity.org or call 0207 243 0242 and ask to speak to a member of the HR Team.

For further information on accessibility and adjustments during our recruitment process, and our commitments as a Disability Confident Committed Employer, please visit the Accessibility FAQs page on our website at <https://intouniversity.org/content/accessibility>



**Who are we
looking for?**



Who are we looking for?

We are looking for people who can demonstrate our values: **Talent, Quality, Compassion, Aspiration** and **Teamwork**.

You can read more about our values [here](#).



Aspiration

Are you someone who has a positive outlook? We need team members to be able to demonstrate a positive 'we can' ethos when responding to challenges. You will also need excellent communication skills, including written communication with the staff team or suppliers.



Compassion

Are you someone who is kind and supportive of others? We need team members who are committed to building an inclusive culture in which everyone is valued for the unique people they are.



Talent

Are you someone who enjoys motivating others by reinforcing their self-belief? We are looking for a Purchase Ledger Assistant who will work part of our close-knit finance team and will support the other members of the team to be the best that they can be.



Quality

Are you someone is highly resourceful with excellent attention to detail? You will take pride in being extremely efficient and well organised, and display excellent time-management skills. You will be able to work effectively under pressure and produce high-quality work against tight deadlines.



Teamwork

Are you someone who enjoys working as part of a team to achieve shared goals? We work to transform the landscape of Higher Education in the UK and we want people with the vision and drive to help us make that a reality. You will be supportive of colleagues, students and stakeholders and committed to building an inclusive culture in which everyone is valued for the unique people they are.

Eligibility for the role

In order to be eligible for the role, applicants must be able to show they have:

- The qualities shown on the previous 'Who are we looking for' slide
- Strong Microsoft Office skills, in particular Microsoft Excel
- Demonstrable interest in the education and/or non-profit sector
- Pride in being supremely efficient and very well organised, and you will actively and successfully seek solutions to problems.
- Excellent interpersonal skills and be able to communicate effectively with a broad range of people – from new staff members to suppliers and university partners
- The ability to respond pragmatically, thoughtfully and quickly to changing circumstances

Applicants must also:

- Have the right to work in the UK (please note that as a charity we do not have the capacity to sponsor work visas).

Safer recruitment

Please note that in line with our Safer Recruitment practices, successful candidates will be subject to an enhanced DBS check if selected for this role in England, and to a PVG scheme membership check if selected for this role in Scotland.

The charity's policy on the recruitment of ex-offenders can be found [here](#), and you can find full details of DBS's code of practice [here](#) and full details of Disclosure Scotland's code of practice [here](#). You can also find our Safeguarding Policy [here](#).



Please contact jobs@intouniversity.org for more information

The main duties of the role



What will my main duties be?

Working in the finance team, your responsibilities will be:

- To ensure the timely processing and accurate recording of purchase invoices and expenses.
- To be responsible for the weekly payment run process for expenses, administering expense requests and setting up payments for authorisation.
- To act as the primary point of contact for petty cash for the network, processing head office petty cash transactions, processing centre petty cash reconciliations, and arranging the distribution of petty cash to the charity's centres using the charity's top-up card system.
- To work with the Purchase Ledger Supervisor on the scheduling of the payment run process.
- To support the finance team with the charity's ordering requirements.
- To support the finance team as required with ad-hoc accounting or reporting.
- To develop a good understanding of how our accounting software, XLedger, works.
- To assist with the preparations for the annual external audit, and supporting with resolution of audit queries..
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Equal Opportunities, Data Protection Act, Health & Safety and Working with Vulnerable Groups
- To champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities Guide.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post

Get in touch

If you would like to find out more
please visit our website www.intouniversity.org,
call us on **020 7243 0242**
or email jobs@intouniversity.org

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