

PURCHASE LEDGER ACCOUNTANT

Job Title:	Purchase Ledger Accountant (6 months FTC)
Location:	Helen Bamber Foundation, 26 - 30 Westland Place, London N1 7JH
Responsible to:	Director of Finance and Governance
Hours:	Part time, 22.5 hours a week
Salary:	£27,008 per annum (pro-rata)
Direct reports:	Senior Finance Manager
Start date:	As soon as possible
Benefits:	<p>Annual Leave: 27 days plus bank holidays (increasing to 29 days after three years of service, and to 30 days after five years of service) plus up to 4 discretionary days for the winter closure period</p> <p>Winter closure period: two week winter closure period where the charity is closed</p> <p>Pension: 4% matched contribution by the Helen Bamber Foundation Group</p> <p>Enhanced pay: Enhanced maternity, paternity, adoption and Family Reunion pay</p> <p>Flexible working practices: we care about your wellbeing and encourage flexible working arrangements to promote a healthy work-life balance</p> <p>Monthly group Clinical supervision for all staff</p> <p>Hybrid working: 60% office presence</p> <p>Three days of wellbeing leave to be taken at short notice in each calendar year (pro rata for part-time staff)</p> <p>Occupational health assessments as necessary to understand how we can support and make reasonable adjustments</p> <p>Training and learning opportunities</p> <p>Employee assistance programme which includes counselling service, wellness advice, legal and money advice</p>

Contracted with the Legal Aid Agency

A company registered in England and Wales limited by guarantee (no 2513874).
Registered as a charity (no. 328729). Exempted by the IAA (no N202000116).
Registered office: 26 Westland Place, London N1 7JH.



BACKGROUND

“Our society will be judged by how we respond to those to whom we owe nothing.”

Helen Bamber OBE

Vision: All survivors of trafficking, torture, and extreme human cruelty have safety, freedom, and power.

Purpose: Together with survivors, partners and supporters we change systems by taking action and bearing witness so that all survivors of trafficking and torture can access recovery and protection

Mission:

- Combining lived and learned expertise the Helen Bamber Foundation Group puts the Human Rights of survivors of trafficking, torture and extreme human cruelty at the centre of everything we do. **Together we rebuild lives.**
- We and change the systems that further traumatise, isolate and fuel the exploitation of survivors. **Together we challenge.**
- We lead and enable improvements to best practice and policy in the UK and Globally based on evidence from lived and learned expertise. **Together we transform.**
- We host and partner with others to maximise collaboration in pursuit of safety, freedom and power for all survivors of trafficking, torture and human cruelty. **Together we are stronger.**

The Helen Bamber Foundation, founded in 2005 by the pioneering human rights advocate Helen Bamber, was created to reflect the evolving global patterns of violence and persecution. Helen Bamber, who entered Bergen-Belsen Concentration Camp in 1945 as part of one of the first rehabilitation teams, recognised that all survivors of extreme violence—regardless of the perpetrator—require safety, legal protection, and medical and emotional support. Today it is a specialist clinical and human rights charity that works with people seeking asylum and refugees who are Survivors of trafficking, torture and other forms of extreme human cruelty.

In 2020, the Helen Bamber Foundation joined forces with Asylum Aid (established in 1990) to form the Group. Asylum Aid specialises in providing legal representation to vulnerable individuals seeking asylum, focusing on the most complex cases including survivors of trafficking, children, and stateless people. Asylum Aid is a leading actor in strategic litigation and advocates for policy and systemic changes to remove barriers to protection and justice. Asylum Aid maximises its impact by providing training and working in partnership with other organisations.

Today, the Helen Bamber Foundation's unique Model of Integrated Care (MoIC) provides holistic support encompassing therapy, legal advocacy, medical treatment, and practical assistance, helping survivors rebuild their lives with safety, freedom, and dignity. Using our expertise we drive best practice and systems change to deliver for all survivors.

Contracted with the Legal Aid Agency

A company registered in England and Wales limited by guarantee (no 2513874).
Registered as a charity (no. 328729). Exempted by the IAA (no N202000116).
Registered office: 26 Westland Place, London N1 7JH.



We are innovative, ambitious and compassionate. The bravery and resilience of our clients is an inspiration to all the team at Helen Bamber Foundation Group, which comprises Helen Bamber Foundation and Asylum Aid. We believe that all Survivors should have safety, freedom and power to rebuild their lives.

Equity, Diversity & Inclusion

Our commitment to principles of equity, diversity and inclusion is an integral part of our approach to our clients, our volunteers and our staff, and we are an equal opportunities and Living Wage employer.

We are committed to attracting and recruiting diverse candidates because we are keen to make sure that all our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in.

We genuinely welcome and encourage applications from candidates from range of backgrounds, especially people of colour, people with disabilities, people from low socio-economic backgrounds, refugees, stateless people and others with lived experience of forced migration or trauma who are under-represented in our organisation.

We recognise and value the role of lived experience in meeting the needs of our clients and acknowledge the under-representation of people with lived experience of forced migration, statelessness and trauma in the refugee and migration sectors. We value experience gained overseas as well as in the UK and you will receive full training to enable you to transfer your knowledge and skills to the UK context.

OVERVIEW OF THE ROLE

Through timely and accurate processing of invoices and application of established systems, the Purchase Ledger Accountant will effectively manage the purchase ledgers of Helen Bamber Foundation and Asylum Aid, which will support the future success of the charities.

This role is important to make sure financial data is entered accurately and is timely to allow for the production of management accounts, that will enable clear decision-making within the charities.

The role will also make sure that important relationships with suppliers are supported through effective payment of invoices and will ensure that the assets of these charities are safeguarded.

Contracted with the Legal Aid Agency

A company registered in England and Wales limited by guarantee (no 2513874).
Registered as a charity (no. 328729). Exempted by the IAA (no N202000116).
Registered office: 26 Westland Place, London N1 7JH.



MAIN DUTIES AND RESPONSIBILITIES

- Enter invoices onto the finance systems in an accurate and timely manner.
- Enter scheduled fortnightly and ad-hoc payment runs into online banking portal.
- Update bank account details.
- Ensure adherence to established financial policies, procedures, and internal controls.
- Ensuring all suppliers are paid with agreed payment terms and following the appropriate approval process for invoices and suppliers.
- Seek to identify issues with invoices. Work to resolve issues, through to payment or write off of invoice.
- Answer ad hoc queries about invoices.
- Once proficient in managing the purchase ledger, perform regular bank account reconciliations
- Support improvements to systems.
- Monitor Finance email account.
- Help with month end process.

The Purchase Ledger Accountant will, from time to time, be required to undertake other duties of a similar nature as may reasonably be required by the Senior Finance Manager. Flexibility will be essential due to the changes the organisation is undergoing.

PERSON SPECIFICATION

Essential Qualifications & Experience:

- Degree level education or qualified by experience.
- Proficient in using computer software and strong Excel skills.
- Strong organisational skills, attention to detail, and ability to manage multiple priorities.
- Strong communication skills.

Desirable:

- Knowledge and experience of Sage,
- Basic knowledge of processing VAT invoices.

APPLICATION PROCESS

The first stage is to complete on our online application form on our website by **9am** on **21st October 2025**.

The website form will asked you to:

Contracted with the Legal Aid Agency

A company registered in England and Wales limited by guarantee (no 2513874).
Registered as a charity (no. 328729). Exempted by the IAA (no N202000116).
Registered office: 26 Westland Place, London N1 7JH.



1. Upload a short covering letter. Please tell us why the position appeals to you, and how your relevant skills and experience, including any voluntary experience and lived experience, matches the listed responsibilities and person specification. Please also state in your covering letter when you would be available to start the role.
2. Upload your current CV
3. Complete an online Equal Opportunities monitoring form – completion of this form will help us ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity. The questions are entirely optional and this information will not be available to members of the selection panel.

SELECTION PROCESS

We will invite shortlisted candidates to an in-person interview on 4th November 2025 at our office in Old Street, London. We will also ask you to complete a short exercise on the day.

At Helen Bamber Foundation Group we want to be transparent about what kind of qualities we are looking for and build trust from the very beginning of your journey with us. The first step is your interview, and we mean 'your' interview so we will provide you with your interview questions ahead of the interview. This will allow you time to prepare and ensure you have your best examples in mind.

ELIGIBILITY

Please note that the successful candidate must have the right to work in the UK (as a small charity we do not have the capacity to sponsor work visas).

Successful candidates will also be subject to a DBS check. If appointed, you will also be required to give your consent to the charity to receive regular updates on your criminal records status throughout your employment and to disclose any relevant convictions incurred during your time with us.

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@helenbamber.org.

Contracted with the Legal Aid Agency

A company registered in England and Wales limited by guarantee (no 2513874).
Registered as a charity (no. 328729). Exempted by the IAA (no N202000116).
Registered office: 26 Westland Place, London N1 7JH.



EXPERTS BY EXPERIENCE SUPPORT

We are also proud to be a member of the Experts by Experience Employment Network (www.ebeemployment.org.uk), which aims to increase representation of people with lived experience in the charitable sector.

If you are an expert by experience (a refugee or a migrant with direct, first-hand experience of issues and challenges of the UK asylum or immigration system), you can ask for an independent and confidential support for your job application from the Experts by Experience Employment Network and access other information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application. (www.ebeemployment.org.uk).



Contracted with the Legal Aid Agency

A company registered in England and Wales limited by guarantee (no 2513874).
Registered as a charity (no. 328729). Exempted by the IAA (no N202000116).
Registered office: 26 Westland Place, London N1 7JH.

