



**Royal Star
& Garter**

Care with courage



Purchase Ledger Accountant

Candidate information pack





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Welcome to Royal Star & Garter

For over a century we have provided outstanding care for men and women who have served in the UK's Armed Forces and who now live with a disability or dementia. Our aim is for beneficiaries to live their lives to the full.

We have a well-deserved reputation for the quality of care we provide, and set the highest standards in all our services. We have invested significant sums in creating three state-of-the-art homes and are now committed to extend the range of care we provide. Earlier this year, we merged with Care for Veterans adding a fourth home in Worthing to our portfolio.

The central finance team delivers a high level of service and support to our homes. This role is key to ensuring that we meet our commitment to suppliers, paying them on time for the services they provide, and ensuring that payments are made in line with our financial controls.

There is always room for improvement and having upgraded our finance system earlier this year, there will be the opportunity for you to suggest and implement changes to the way we do things for the better.

We have a flexible working culture and are always looking for talented people to join us. If you share our commitment to providing a high-quality finance service, we would love to hear from you.

Alan Bowers
Director of Finance

The role at a glance

Title: Purchase Ledger Accountant

Location: Hybrid working with 2-3 days in the Twickenham office.

Reports to: Head of Finance

Salary: £34K

Closing date: 10th November 2025

Job description

Purpose

1. Ensure high quality and timely invoice processing.
2. Ensuring accurate and timely payment to suppliers.
3. Maintaining strong controls on payments.
4. Be the first point of contact for suppliers and resolve their queries.
5. Deliver continuous improvement in purchase to pay cycle.

1. Invoice processing

- 1.1. Ensure all purchase invoices are being captured.
- 1.2. Accurate and timely processing of invoices into the finance system.
- 1.3. Maintain controls in the purchase ledger.

2. Payment processing

- 2.1. Ensure suppliers are paid accurately and according to agreed terms.
- 2.2. Ensure payment controls are being adhered to.

3. Supplier relationship management

- 3.1. Answer Supplier queries in a timely and professional manner.
- 3.2. Verify Supplier bank details.
- 3.3. Supplier statement reconciliations.

4. Budget holder management

- 4.1. Ensure budget holders are able to approve invoices in a timely manner.
- 4.2. Collaborate with internal departments and suppliers to resolve invoice and payment discrepancies.
- 4.3. Responsible for training budget holders on approvals.
- 4.4. Maintain approval workflows ensuring correct delegations
- 4.5. Apply approval thresholds according to finance rulebook.

5. Other tasks

- 5.1. Direct Debit postings.
- 5.2. Support in the year end audit.
- 5.3. Month end purchase ledger closing including reconciliations.
- 5.4. Prepare Creditor aging reports.

Key responsibilities

To apply

Send your CV and a covering letter (no more than 2 sides) outlining how you meet the person specification and what you will bring to our team to

centralservices.jobs@starandgarter.org

Person specification

Essential behaviours / characteristics:

- Committed to an open, professional and respectful culture
- Excellent, clear and confident communicator both verbally and in writing
- Resourceful and creative problem solver
- Organised, practical and hands on
- Tactful, insightful and results orientated
- High level of accuracy and attention to detail
- Ability to prioritise and manage multiple tasks

Essential experience:

- 5 years+ Accounts Payable Experience
- Deep understanding of the purchase to pay cycle
- Strong knowledge of accounts payable processes and controls
- Improving efficiency and effectiveness in a digital environment
- Systems or project implementation and testing

Desirable experience

- Microsoft Business Central
- Document capture software
- Flexible during periods of change



Our values



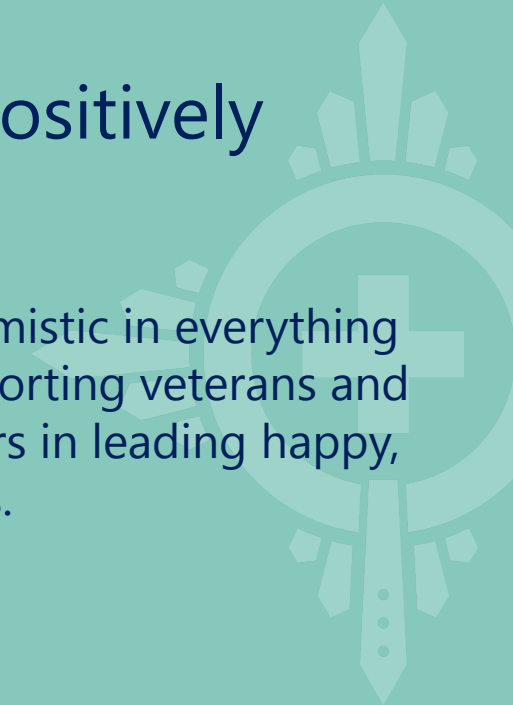
With love

We carry out our work with love, care and compassion.



Living positively

We are optimistic in everything we do, supporting veterans and their partners in leading happy, fulfilled lives.



As a family



We work and live as one team, one family, one community.

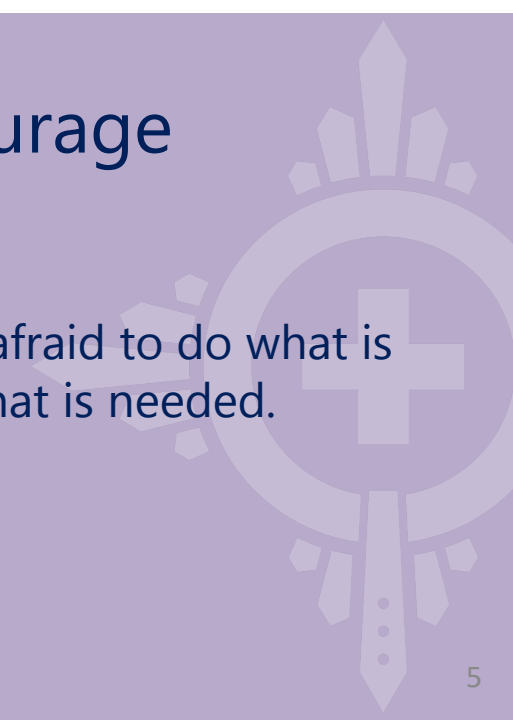
Standing in their shoes

We show admiration and respect for people and never forget what they have done.



Take courage

We are not afraid to do what is right and what is needed.



Offer



Although we are a charity we offer a generous package

- Salary of £34K
- 35 hours per week
- 25 days holiday per annum plus 8 bank holidays
- Employer Pension Contribution of 7.5% with matching Employee contribution of 5%
- Access to appropriate professional bodies and payment of membership fees after 6 months of employment
- Learning and Development – fully funded opportunities to support you in your role

About us



Our mission

Royal Star & Garter was founded in 1916 to care for the severely injured young men returning from the battlegrounds of the First World War. Today, our mission is to provide outstanding care and support that recognises the needs of veterans and their families.

Our care

We provide care, support and friendship for those who have had the courage to serve so that they can live well. We deliver that through high quality Homes, a range of services in the local community, by driving innovative practice and by setting the standards for others to follow. We offer:

- Nursing care
- Dementia care
- Short-break/respite care
- End of life care
- Day Care Service
- Lunch Clubs
- Telephone Friendship Service

About us



Our future

We are developing new services beyond our four Homes, including an outreach service to provide support in veterans' own homes and a community for younger veterans. We continue to reach more ex-Service personnel in residential care through the Veteran Friendly Framework. Our work to promote greater collaboration will deliver better outcomes for the Armed Forces community.

Our knowledge

We have over 100 years' experience in providing pioneering nursing and therapeutic care to veterans living with disability and dementia. We are committed to sharing our knowledge and skills with other organisations to promote better care for all veterans and older people. We partner with health care, military and academic organisations for the benefit of our local communities.

Sharing our experience

We are passionate about innovation in our care to improve the lives of veterans and their families. We have been championing the development of nursing associates in the social care workforce for several years and support many of our carers to develop new skills.

High Wycombe

Our High Wycombe Home has been designed with comfort and wellbeing in mind. There are plenty of activities to enjoy, opportunities to socialise with friends, or simply relax in the spacious lounges and landscaped garden.



Solihull

Our Solihull Home is rated Outstanding in all five areas by the Care Quality Commission. Loving, compassionate care is tailored to each individual and every detail designed for comfort and wellbeing, it's a place where residents and their families can truly feel at home.



Surbiton

With its stunning foyer and relaxed, spacious lounges, our Surbiton Home offers a warm, friendly welcome. Highly trained staff provide specialist care in comfortable surroundings, where the focus is always on the individual.



And rated **'Outstanding'**
in the care category.



Worthing

Our Worthing Home places each person at the heart of their care, with personalised rehabilitation plans that promote independence, confidence and wellbeing. The dedicated team includes in-house physiotherapists and occupational therapists who offer hands-on support with warmth and encouragement.

