



Job Description and Person Specification

Role: Purchase Ledger and Administration Assistant

Reports to: Assistant Accountant

Salary : £27,300 per annum (pro rata) £16,600 (actual)

Hours : Permanent, 22.5 hours per week, flexible working requests will be considered to include a Friday morning.

Location : Office based our Head Office in Leeds, Josephs Well.

To Apply

Please send a CV and cover letter outlining how you meet the person specification by 21 August 2026 to recruitment@heartresearch.org.uk. **Interviews to take place in our central Leeds Office on Friday 28th August 2026.**

About Heart Research UK

We are Heart Research UK.

Every 5 minutes, someone dies from heart diseases in the UK. It's likely that heart diseases will impact all of our lives one day, if they haven't already done so.

We need to tackle this problem head on, and we need to start today.

Donations from the public fund lifesaving medical research to find new treatments and cures, and support people across the UK to keep their hearts healthy.

But people are still dying.

Together, we will prevent, treat and cure heart diseases through research, education and community support.

Until there are no more deaths from heart diseases.

Our values

Our values reflect who we are as a charity. We are dedicated to fundraising ethically, and to ensuring that the money our supporters donate is spent in the best way possible.

Trustworthy – We do what we say we will and explain why if we can't. When people choose to give us their money, we ensure we spend it wisely on projects that are most important to those affected by heart diseases. We are clear about what we expect from our people, and we support them in work and life.

Ambitious – We want to bring an end to all heart diseases and on our journey, we want to help as many people as possible to live healthier and longer lives. We want to raise more so we can do more. We know that as a smaller organisation some people will stay with us for the ride while others will move on – we support the development of our teams so they can achieve their goals. We encourage new ways of doing things and know that we won't always get it right, but we will learn from everything we do.

Passionate – We believe in what we are doing, no one should die from heart diseases. We are doing everything we can to help save lives. We embrace emotion! We want to support everyone –

to have innovative ideas that bring change and promote growth. Our people can be confident that we have their back, and they can enjoy their time with us.

Our people:

We are currently a team of 44 people and growing. Since the pandemic, we have moved to a hybrid working model, with some of our team members working remotely, with occasional trips to our Leeds office, and travel to events around the UK.

We look after our team and have developed a number of wellbeing initiatives to help support our staff. This includes regular wellbeing sessions which cover various themes such as sleeping well, nutrition and goal setting, as well as a range of other staff benefits. This is an exciting time to join the charity as we are now in the second year of our five-year strategy, building on our ambitions to make an even bigger difference to the lives of people developing or dying from heart diseases. We are clear that to achieve our mission, we need to invest in long-term, sustainable income growth.

Purpose of the Role

To provide support to the small Finance and Administration team at Heart Research UK.

The role is office based and for 22.5 hours per week, with working pattern to be agreed but must include Friday morning.

Key Tasks and Responsibilities

- Assist the team in maintaining accounting records for both the Charity and the Trading Company
- Purchase Invoices – obtain relevant authorisation, code and process invoices onto Xero, produce and send remittance slips
- Process staff expenses onto Xero
- Create and upload payments on bank account
- Process all credit card transactions onto Xero
- Process expenses
- Arrange set up of new standing orders, direct debits and other regular payments
- Input any other income or expenditure onto bank as required
- To assist in uploading regular donations to Beacon
- Create sales invoices as required and maintain sales ledger
- Credit control – periodic review outstanding balances and chase overdue amounts
- Undertake general administration tasks including call handling, sending out mail and issuing temporary parking passes.
- Cover reception area in the absence of receptionist
- Undertake any other appropriate duties as requested

Person Specification

HRUK is an equal opportunities employer committed to providing equal opportunities for all.

You will be proactive, resourceful and a great team player.

You will be an excellent communicator to a variety of audiences.

You will have a genuine interest in the charity sector and a shared commitment to HRUK's culture and values.

Attributes	Essential	Desirable
Qualifications	GCSE / A Level	AAT qualification
Knowledge and Experience	- Experience of working in similar accounts-based role - Experience of using accounts package - Purchase Ledger processing - Sales and bank account processing - Experience of Microsoft Office - Excellent Excel spreadsheeting skills - Strong team player with a flexible and collaborative approach to workload - A shared commitment to our culture and values	- Experience of Charity finances - Experience of Xero - Knowledge of Beacon database - Interest in and enthusiasm for our charity strategy and objectives - A shared commitment to our culture and values
Skills	- Attention to detail and accuracy - Good communication skills - Ability to deal with a variety of tasks and prioritise workload - Adaptable and flexible able to act upon requests from other departments when needed	