

Job Description/Person Specification

Purchase Ledger Clerk

Responsible to: Assistant Accountant

Main purpose of the role:

To process and maintain purchase ledger records and provide financial administrative support to general school finance, ensuring timely, quality financial information is provided and maintained in accordance with Trust procedures.

JOB OUTLINE/KEY RESULT AREAS

- Maintaining accounting records
- Preparation of post ready for scanning/processing
- Process high volumes of purchase invoices
- Match invoices to purchase orders
- Ensure high level of accuracy of input and coding
- Manage supplier invoice queries
- Manage invoice log and creditors ledger
- Additional school finance support – including handling and reconciliation of cash transactions (catering, trips, fund raising etc.).

Salary, Hours & Benefits:

- SCP 15-21 - £17,972-20,541 FTE
- Full Time 37 hours per week (School term time weeks negotiable)
- 26 days annual leave
- Local Government Pension Scheme

MEASURES OF SUCCESS/STANDARDS OF PERFORMANCE

- Paying suppliers on a timely basis, processing invoices efficiently and accurately
- All post opened on a daily basis
- Missing POs must be dealt with within 7 days
- All invoices to be matched daily

ENTRY LEVEL REQUIREMENTS

- Strong Purchase Ledger skills, having already worked in a fast paced Accounts Payable function previously and have a good understanding of end to end Purchase Ledger.
- Recognised qualifications in a relevant discipline would be desirable.

TECHNICAL COMPETENCIES REQUIRED

- Book keeping skills
- Advanced Excel skills and working knowledge of other Microsoft applications
- Experience of Proactis or other similar financial software
- Experienced working in a financial control environment and able to demonstrate understanding of accounting issues.

PERSONAL COMPETENCIES REQUIRED

- Ability to resolve and reconcile issues with limited supervision by identifying sources of errors, making retrospective corrections and ensuring that appropriate changes are put in place to prevent reoccurrence.
- Excellent communication skills and organisational skills and be able to manage a busy workload independently.
- Highly competent in analysis and interpretation of information.
- Highly numerate with high degree of accuracy.
- Strong interpersonal skills, particularly in developing relationships with internal customers.
- Prepared to take ownership of tasks and outputs

KEY RELATIONSHIPS

- All staff
- All pupils
- Suppliers
- Customers
- Parents
- Auditors
- Banks/external funders

DUTIES

1. Posting purchase invoices.
2. Maintaining the purchase ledger.
3. Arranging payments, maintaining the cash book.
4. Dealing with supplier statements and queries.
5. School trip and student transaction processing and reconciliation.
6. Other finance duties commensurate with the post.