

### Job description and person specification

Job Title:	Purchase Ledger
Department:	Finance
Reports to:	Finance Manager
Location:	CEG Head Office, Cambridge

### The Company

Cambridge Education Group (CEG) is one of the world's leading providers of pre-university academic, creative and English language courses. We provide pre-university programmes including 'A' Level, International Baccalaureate and University Foundation, as well as English Language study, to the growing market of international students seeking to enter the world's leading universities.

The Group operates under four different brands: CATS College – high schools in Cambridge, Canterbury and London, and Boston, USA; Cambridge School of Visual & Performing Arts (CSVPA) – Art & Design, Drama and Music courses in Cambridge, UK; Foundation Campus – teaching foundation courses to university degrees on campuses in the UK, USA and mainland Europe; and Stafford House – year-round English Language schools in Brighton, Canterbury and London, and Study Holiday centres across the UK and the USA for juniors.

### Job overview

The primary role is to ensure the smooth running of Stafford House International **ONCAMPUS** Purchase Ledgers, responsible for accurate and timely input, payment, reconciliation of the companies purchase ledgers within the group. The role will also be responsible, reconciliation of control accounts and general accounts admin. This role is based in our Head Office in Cambridge. The team is responsible for the payment of invoices and expenses across the group including many overseas payments.

### Key working relationships

- Liaising with suppliers and internal customers to ensure that invoices are correctly coded for payment
- Liaising with central finance team members over queries
- Liaising with Team to ensure deadlines are met
- Working closely with finance Manager to provide support when necessary

The following section outlines a more detailed, but not exhaustive, description of the duties pertinent to this post.

- To ensure prompt and accurate payment of supplier accounts through electronic banking means and cheque/cash as appropriate and to advise MDMs/suppliers of payment as appropriate
- To reconcile supplier statements to purchase ledger accounts, investigating and resolving differences promptly
- To deal promptly, courteously and efficiently with supplier queries
- To answer queries from colleagues particularly invoice approvers and S&M team
- To ensure all outgoing payments are correctly recorded in Sage
- To reconcile the cash book to bank statements on a regular basis and clear up any differences and unusual or old reconciling items

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- To provide cover for other team members during holidays, sickness and other busy periods as requested by the purchase ledger controller
- To work with other members of the Central Finance Team and College and other CEG staff to quickly and courteously answer queries from agents and fee payers regarding student accounts

### Person Specification

This role will suit somebody who has experience in an existing purchase ledger environment. The organisation is looking for someone to support the business and provide practical input as we go through a process of system and process change in the next 12 – 18 months.

### Personal Attributes

#### Motivation

- Is proactive rather than reactive in approach
- Takes responsibility and ownership for work issues and sees jobs through to completion
- Implements improvements to work processes and practices within his/her remit
- Understands group goals and direction and sets own priorities accordingly

#### Drive

- Is energetic and enthusiastic
- Committed to role and to team
- Gets things done through influence rather than by railroading others
- Confronts and overcomes obstacles to progress within team

#### Intellect

- Demonstrates good critical thinking skills to understand client issues
- Can suggest and where appropriate implement solutions
- Gathers facts and analyses situations in accurate and organised fashion

#### Judgement

- Can think and act rationally and maturely without undue bias or reliance on emotional responses
- Can weigh up information, issues and evidence and draw balanced conclusions from such
- Demonstrates ability to learn from experience
- Knows when to ask for support and advice from colleagues

#### Credibility and Communication

- Has positive impact with colleagues and clients
- Projects appropriate professional image
- Speaks clearly and persuasively when interacting with internal and external personnel
- Can facilitate potentially difficult discussions in an internal and external context

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- Keeps line manager and team informed of progress or difficulties
- Displays excellent listening and questioning skills

### **Resilience**

- Can balance the normal demands of a range of work and responsibilities without disruption to other team members
- Can prioritise conflicting demands
- Remains balanced, rational and courteous in dealing with others at all times

### **Customer Focus**

- Understands and communicates the College offerings and capabilities
- Demonstrates a clear empathy with suppliers, other colleagues in the business, and understands their needs

### **Technical**

- Comfortable with use of Microsoft Office applications and SAGE (preferable but not essential)
- Good level of written and spoken English, Maths.
- Problem-solving abilities
- Accuracy and attention to detail

### **Teamwork**

- Has confidence and respect of peers and management staff
- Is sympathetic to others' development needs and seeks opportunities to provide support when appropriate
- Contributes to open and supportive team climate

### **Organisation**

- Meets deadlines
- Demonstrates a capability to balance competing demands