

Job Description

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|---------------------|-------------------------------|
| Post Title | Finance Purchase Ledger Clerk |
| Grade/Salary | Grade 6 Scale Point 12 – 17 |
| Reporting To | Chief Financial Officer |

Job Purpose

- To undertake financial processing, as required;
- To assist in the provision of financial management information.

Key Responsibilities and Accountabilities

The post holder will:

- Process purchase invoices on receipt including validating them against authorised purchase orders and goods received notes;
- Ensure all invoices are authorised by the authorised officers in accordance with the Trust Financial Regulations;
- Reconcile supplier statements to the purchase ledger;
- Maintain and review the purchase ledger periodically to identify and correct any discrepancies;
- Liaise with suppliers and resolve any queries regarding outstanding payments;
- Process financial transactions recorded on trust electronic receipting systems;
- Support the payroll processing procedures;
- Provide support and training on the Trust financial information systems and processing as required;
- Assist in the update of policies and procedures;
- Assist in improvements financial processing controls including appropriate input and response to internal audit recommendations;
- Maintain spreadsheets or other financial records, as required;
- Assist in monthly processes and returns.

Relevant working conditions

- This is a predominately desk based post.

Responsibilities for Resources

- Effective use of materials and resources

Responsibilities for Budgets and People

- As above

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line-

manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;

- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

Core responsibilities and duties

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of pupils as set out in the Trust safeguarding procedures;
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

Other duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

| No. | Categories | Essential or Desirable | Assessed By: | |
|--|--|------------------------|--------------|-------------------|
| | | | App Form | Interview or Task |
| Qualifications | | | | |
| 1. | At least 5 GCSE's (or equivalent), including English and Mathematics, at Grade C equivalent or higher; | E | ✓ | ✓ |
| 2. | Leave 3 qualification (A level or vocational) in relevant subject; | D | ✓ | ✓ |
| 3. | Commitment towards AAT qualification and membership; | D | ✓ | ✓ |
| Experience | | | | |
| 4. | Experience of working in a financial support role in a medium/large organisation; | E | ✓ | ✓ |
| 5. | Experience in purchase and sales ledger transaction processing; | E | ✓ | ✓ |
| 6. | Experience of working with financial packages; | E | ✓ | ✓ |
| Abilities, Skills and Knowledge | | | | |
| 7. | Good written and verbal communication and interpersonal skills; | E | ✓ | ✓ |
| 8. | Ability to work under pressure and to deadlines; | E | ✓ | ✓ |
| 9. | Good attention to detail with a high degree of accuracy; | E | ✓ | ✓ |
| 10. | Good understanding of purchase/sales ledger processing; | E | ✓ | ✓ |
| 11. | Strong ICT skills in excel and a good understanding of finance packages; | D | ✓ | ✓ |
| 12. | Ability to maintain a high level of confidentiality and discretion at all times; | E | ✓ | ✓ |
| 13. | Self-motivated with a can-do attitude; | E | ✓ | ✓ |
| 14. | Good administration and organisational skills; | D | ✓ | ✓ |
| 15. | Ability to build good working relationships with colleagues and external contacts; | E | ✓ | ✓ |
| 16. | High personal standards; | E | ✓ | ✓ |
| 17. | Able to seek support, when required; | E | ✓ | ✓ |
| 18. | An excellent record of attendance and punctuality; | E | ✓ | |
| 19. | Commitment to personal development and learning. | D | ✓ | ✓ |