



JOB DESCRIPTION

JOB TITLE: Finance Officer – Purchase ledger

GRADE/SALARY: Scale 1 (£28,994 - £31,667)

STATUS: Permanent

DEPARTMENT: Finance

HOURS: Full Time – 37 hours per week

REPORTS TO: Purchase Ledger Manager

JOB PURPOSE: As a Finance Officer – Purchase Ledger, you will play a vital role in managing the financial records of our college. Your responsibilities will primarily focus on maintaining accurate purchase ledger records, processing Supplier invoices, and outgoing payments in compliance with the college financial policies and procedures. You will work closely with the related stakeholders to ensure that suppliers are paid promptly and efficiently.

NB This job description is current at the date of issue. It will be reviewed annually and may be updated by the principal.

Purchase Ledger Responsibilities:

To control and manage Supplier Accounts on Purchase Ledger to include: -

- Processing purchase invoices against purchase orders.

- Chasing GRN's.
- Processing non-PO invoices.
- Accurately post supplier invoices and credit notes - carefully checking for duplicates on the accounting system in a timely manner.
- Pursue invoice and purchase order queries promptly to avoid delays in processing.
- Understand expense accounts and cost centres.
- Processing manual payments.
- Assist with supplier payment runs, as required.
- Verification of new supplier set-ups and modification of existing supplier details.
- Assist with direct debit payment allocation onto the general ledger, as required.
- Assist with remittances, as required.
- Purchase ledger journals, as required.
- Supplier statement reconciliations.
- Effective daily management of the finance inbox.
- Respond to supplier and colleagues queries in an appropriate and timely manner.

Other duties:

- Assist with month end close process in managers absence ensuring that monthly reconciliation of Balance Sheet control account is carried out in compliance with college internal policies and procedures.
- Assist with year-end audit.
- Assist with providing analysis and reconciling of general ledger accounts, as required.
- Resolve accounting or documentation issues and discrepancies as they arise.
- Assist with other accounting matters as and when required.
- Participate in special projects and miscellaneous assignments, as required.
- To provide excellent customer service, manage and maintain good relationship with the internal and external stakeholders.
- Any other support as required across the college.

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NOTE

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular
- The principles and procedures set out in the College's Safeguarding & Vulnerable Adults Policy.
- The principles and procedures set out in the Data Protection Policy

June 2024

PERSON SPECIFICATION

Finance Officer – Purchase Ledger

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Educated to minimum Level 2 in Maths and English.	✓		AF
EXPERIENCE			
Administration work using Microsoft Excel or Google Sheets and recording data		✓	AF/IV
Experience in working within the Education Sector or Educational Charity		✓	AF/IV
Previous experience in a Purchase Ledger role Solid understanding of bookkeeping and purchase ledger principles Proven ability to calculate, post and maintain financial records		✓	AF/IV
SKILLS / KNOWLEDGE / ABILITIES			
Good written and verbal communication skills (Telephone manner and strong written communication that is tailored appropriately to the reader.	✓		AF/IV
Attention to detail and high degree of accuracy.	✓		AF / IV
Good organisational skills	✓		AF/IV
Excel Skills: <ul style="list-style-type: none"> • Data recording • Data organising with filters and sort functions • Formulas - sum and count 	✓		AF / IV
Working knowledge of Microsoft and Google suites		✓	AF / IV
Working knowledge of Open Accounts (Oa)		✓	AF / IV
To show empathy, understanding and diplomacy in sensitive situations	✓		IV
Ability to stay calm under pressure	✓		IV
Ability to think creatively and be flexible	✓		IV
Methodical and thorough approach to work and able to work unsupervised	✓		IV
Self-motivated and a team player	✓		IV
Committed friendly and approachable	✓		IV
Reliable	✓		IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview.

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation.

