

<b>Job Title:</b> Purchase Ledger Clerk	<b>Pay Scale:</b> PPS4
<b>Normal Place of Work:</b> The Priory Federation of Academies Trust	<b>Line Manager:</b> AP & AR Officer at The Priory Federation of Academies
<b>Role Summary:</b> To provide purchasing support to the Trust, working alongside the wider Finance and Central Service teams.	

## DUTIES AND RESPONSIBILITIES

### Key Responsibilities

1. Responsible for providing purchasing support to the Trust, including;
  - Efficiently, timely and accurate processing of purchase orders
  - Processing invoice matching to purchase orders as appropriate
  - Facilitating the goods receipt process
  - Monitoring budget availability
  - Supporting and advising on best value for money decisions
  - Keeping an audit trail and financial documents secure
  - Reconciling supplier statements and balance sheet accounts
  - Support the monitoring and reporting of related party transactions
  - Answering queries from academy staff and providing adhoc support
  - Supporting the use of framework orders for relevant areas of procurement
  - Ensuring compliant purchasing in line with Trust policies
  
2. Liaising with Trust suppliers, including;
  - Communicating with suppliers and resolving queries
  - Ensuring all due diligence requirements are completed for new suppliers
  - Updating new supplier details onto the accounting system in line with fraud prevention processes
  - Supporting the determination of suppliers' status for tax purposes
  
3. Supporting the smooth running of the expenses process; including
  - Reviewing submitted claims for accuracy and compliance
  - Ensure claims are processed in line with Trust policy

4. To provide administrative and financial support, including providing relief cover in other finance positions as required
5. Such other duties as may be determined from time to time within the general scope of the post.

### Key Relationships

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none"> <li>• Headteachers, SLT and all Trust staff</li> </ul>	To ensure a high quality service is provided that meets the needs of the academies
<ul style="list-style-type: none"> <li>• Suppliers</li> </ul>	To ensure purchasing is managed in an efficient and compliant manner and suppliers are paid accurately and on time
<ul style="list-style-type: none"> <li>• Outside agencies, e.g. DfE</li> </ul>	To assist in any audit and reporting requirements as arising

### Generic Responsibilities

- Represent and promote the Federation values internally and externally
- Ensure that the academies receive an excellent customer service experience
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g., Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

### TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12-month probation period.

### HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any noncompliance with the policy or of any identified training needs.

## **HOURS OF WORK**

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

## **CONTINUAL PROFESSIONAL DEVELOPMENT**

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

## **CONDITIONS OF SERVICE**

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

## **SPECIAL ARRANGEMENTS**

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

## **SAFEGUARDING STATEMENT**

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## **EQUALITY, DIVERSITY AND INCLUSION**

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

## Person Specification – Purchase Ledger Clerk

		Essential	Desirable	How assessed
	<b>QUALIFICATIONS</b>			
1.	Maths and English GCSE at grade C or above	X		Cert
2.	AAT qualified or part-qualified or equivalent		X	Cert
	<b>KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)</b>			
3.	Recent and relevant experience of working in an financial office/environment	X		IV/AF
4.	Experience of Microsoft word, excel and outlook	X		IV/AF
5.	High standards of accuracy	X		IV/AF
6.	Ability to work with confidential and sensitive data	X		IV/AF
7.	Accurate record keeping	X		AF/IV
8.	Experience of finance systems		X	AF/IV
9.	Experience of purchase orders		X	AF/IV
10.	Experience of office administration	X		AF/IV
11.	Experience of month end procedures		X	AF/IV
12.	Experience of reconciliations		X	AF/IV
	<b>SKILLS AND ABILITIES</b>			
13.	Excellent oral and communication skills	X		AF/IV/AT
14.	Ability to work on own initiative and as part of a team		X	IV/AT/R
15.	Good planning and organisational skills	X		IV/AT
16.	Ability to use IT at a level commensurate with job role	X		IV/R
17.	Ability to work flexibly, including evening and weekend work and to work in different office environments across the sites		X	IV/R
18.	Professional and responsive attitude and behaviour towards colleagues and clients.	X		IV/R
19.	Ability to motivate and develop self.		X	IV/R
	<b>WORKING ARRANGEMENTS AND PERSONAL AVAILABILITY</b>			
20.	To be proactive and flexible in meeting all SLT requests	X		IV
21.	Willing to travel between Academies	X		IV/AT

\*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

**Acceptance of the Job Description**

I have read and accept the content of the job description.

Signed Line Manager: .....

Dated: .....

Signed Employee: .....

Dated.....

