

### GLF Schools Job Description

<b>Job Title</b>	Purchase Ledger Officer	<b>Job Reference</b>	PLO23
<b>Location</b>	Banstead	<b>Travel required</b>	N
<b>Core purpose</b>			
<p>To ensure accurate recording and timely payment of supplier invoices.</p> <p>To ensure continuity of provision of supplies and services.</p> <p>To work as part of the Regional finance team delivering an expert service to the Schools within the region.</p>			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>● Accurate and timely processing and BACs payment of purchase invoices.</li> <li>● Ensuring compliance with goods ordering and receipting processes.</li> <li>● Resolving payment queries, working directly with suppliers.</li> <li>● Monthly reconciliation of supplier statements.</li> <li>● To work as part of the Regional finance team to fulfil your duties, liaising closely with non-finance colleagues within the schools as required.</li> <li>● To communicate effectively and professionally at all times with parties, including Trust colleagues and suppliers.</li> <li>● Work with the Purchase ledger community to improve consistency and best practice across all schools and trust.</li> <li>● To undertake other tasks commensurate with grade of the role, under the guidance of the Regional Finance Manager/ Senior Regional Finance Manager.</li> </ul>			
<b>Accountability</b>			
<ul style="list-style-type: none"> <li>● Accountable to Regional Finance Manager/ Senior Regional Finance Manager</li> <li>● GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.</li> </ul>			
<b>Safeguarding</b>			

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion