

Job Description for the Post of Purchase Ledger

General Purpose of Job

To provide an efficient Purchase Ledger service to the Schools / Colleges within our Trust, in accordance with the Finance Regulations

Functional Links

The post holder will liaise with other sections within the Finance Department. School /College staff, Suppliers, Procurement, Local Authorities and Agencies to maintain the high standards of the Trust.

Reporting Relationships

The Finance Assistant – To undertake the following in respect of a range of duties under the direction of the Senior Finance Officer

Key Responsibilities:

1. Entering Sundry invoices, ensuring the following are entered correctly and accurately: Supplier School Invoice number / Amount Description of goods Financial Budget Attaching Invoice Approval in the workflow in a timely manner
2. Entering PO invoices, ensuring they are matched correctly against the Trust's official Purchase orders and that the Quantity received and the cost being charged are in accordance with the Purchase Order. Any Variations will need to get manual approval
3. Ensure correct posting of VAT on the finance system
4. Finance inboxes are reviewed daily to ensure urgent emails have been picked up. Invoices should be processed within 5 days of receiving the email.
5. Monitor Invoice entries for resolution with a status that are either: Declined Draft Submitted (if nearing due date)
6. Prepare and Process fortnightly BACS payments, ensuring Payment paperwork is saved correctly
7. Setting up new Supplier information
8. To be responsible for updating Supplier information on the Finance system
9. Dealing and resolving supplier queries in a professional manner
10. Reconciliation of supplier statements on a regular basis
11. Produce and review the aged creditors report on a frequent basis
12. Liaise with Schools / College centers to improve and maintain internal procedures for the Purchase Ledger function
13. Carry out monthly housekeeping tasks on Purchase Orders that have been GRN
14. Prior to making a payment for an invoice over £5k, check that the VFM / Waiver is saved in the correct folder. Liaise with Procurement if this is not the case.
15. Direct debits to be matched to the invoice in the current Month we are working in.
16. Assist the Trust to achieve paying 95% of Invoices within our 30 days payment terms
17. To provide assistance and absence cover for other members of the Purchase Ledger team, as required Other duties
18. To work both as part of a team or under minimum supervision

19. Prioritise workload to achieve own and team goals
20. To maintain information in a confidential manner
21. To maintain accurate accounting records in the performance of duties
22. Share knowledge and best practice gained within the team to other Finance colleagues
23. Be aware of personal continuous improvement and development
24. To demonstrate a commitment to safeguarding children and vulnerable adults
25. To carry out all duties in accordance with OHCAT policies
26. To carry out any other duties as required, which are consistent with the grade and nature of the post

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities

Person Specification for the Post of Purchase Ledger

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Education and/or Experience	Experience of working in a finance department or section.	Essential
	Experience in carrying out purchase ledger functions including BACS system of payment	Essential
	Experience in the purchase to payment process.	Essential
	GCSE Maths grade A-C or equivalent GCSE English grade A-C or equivalent.	Desirable
	Qualification relevant to financial administration at NVQ Level 2 or above/equivalent relevant experience	Desirable
	Experience of working across multi-site/company databases	Essential
	Experience of working in an educational establishment	Desirable
Knowledge, Skills & Abilities	Knowledge of financial systems and procedures	Essential
	Ability to interpret financial information from financial systems, investigate problems and suggest corrective action.	Essential
	Able to perform standard mathematical functions accurately and neatly	Desirable
	Sound IT skills in particular Excel spreadsheets, Word and Outlook	Desirable
	Ability to work on own initiative and as part of a team	Essential
	Ability to organise workload to meet deadlines.	Essential
	Ability to communicate effectively using a wide range of methods and styles and to a wide range of customers.	Essential
Ability to work with vulnerable and disadvantaged people and/or their representatives and other third parties.	Desirable	

	Ability to promote and adhere to the College and Academy Trust's Equality and Diversity, Safeguarding, and Health and Safety Policies and other corporate policies	Essential
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Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*