

## JOB DESCRIPTION

POST TITLE:	<b>Purchase Ledger Officer</b>
RESPONSIBLE TO:	Finance Manager
RESPONSIBLE FOR:	Control and Maintenance of Purchase Ledger and assistance with general ledger. Banking of all cheques and cash receipts. Maintenance of School credit card facility. Control and issue of petty cash when required.

## MAIN DUTIES AND PURPOSE OF POST

The post of Purchase Ledger Officer involves ensuring that all invoices are paid in a timely manner, banking all cash and cheque receipts, providing a petty cash facility as required. The role provides an indispensable service to the finance function and the school as a whole.

It is a requirement for the Purchase Ledger Officer to have ability to work accurately, be highly organised, flexible and approachable. The Purchase Ledger Officer must have the ability to work well independently as well as part of a team.

## PURCHASE LEDGER

Control and maintenance of the Purchase Ledger as follows:

- Processing invoices and expenses (coding, posting, filing and sending and obtaining approval for payment from budget holders).
- Processing weekly BACS/Cheque payments and clearing down direct debits.
- Reconciling statements from suppliers and liaising with them to resolve queries relating to invoices.
- Maintaining supplier details (including bank details for BACS payments).
- Working out VAT payments.
- Being first point of contact for all relevant purchase ledger enquiries.
- Maintaining strong relationships with customers and suppliers.



## **BANKING**

- Counting and banking of all cheques and cash receipts (including charity collections).
- Coding and posting of bank transactions.
- Preparation and input of supporting journals to the General Ledger.
- Providing foreign currency as required for teaching staff attending trips.

## **CREDIT CARDS**

- Processing of monthly credit card statements.

## **PETTY CASH**

- Control and issue of petty cash when required (in particular for Science Departments and for interviewee travel expenses)
- Provide floats for Cake Sales, Concerts, Sports Events etc.
- Monthly cash reconciliation and input of journal analysis into the General Ledger.

## **OTHER DUTIES**

- Raising ad-hoc sales invoices for miscellaneous charges.
- Maintenance of Sundry Debtors spreadsheet and reconciliation of account.
- Issuing reports to budget holders.
- Maintenance of School Charity account and reporting of funds raised to Deputy Head and Charity Team.
- Ensuring security of all cash, cheques and confidential information, and safe-keeping of Safe keys.
- Complete other ad hoc tasks for the Finance Manager as required.
- To undertake such other duties which may be reasonably required.

## **SAFEGUARDING**

- To adhere to school policy on safeguarding and updating training as required.
- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

## LADY ELEANOR HOLLES

### PERSON SPECIFICATION

	Essential	Desirable	Assessment (Application Form/ Interview/Reference)
Minimum 3 years' experience in a similar role	✓		AF/I/R
Strong numerical skills to support all the requirements of the post	✓		AF/I
Attention to detail and a desire for the highest levels of accuracy	✓		AF / I / R
Reliability and a commitment to maintaining high professional standards	✓		AF / I
Discretion and the ability to deal sensitively with confidential data	✓		AF / I / R
The ability to prioritise, work calmly under pressure and respond positively to varying workloads	✓		AF / I / R
Excellent written and oral communication skills	✓		AF / I / R
Excellent team working skills as well as ability to work independently with minimum supervision	✓		I / R
An understanding and commitment to adhering to school policy on safeguarding	✓		AF / I
A willingness to work additional hours if required	✓		I/R
A sound knowledge of Microsoft Word and Outlook	✓		AF/I
Knowledge of Microsoft Excel, including the use of formulae for calculations	✓		I
Experience of working with accounting software packages	✓		AF/I
Demonstrable experience of bookkeeping	✓		AF/I
Ability to work to tight deadlines	✓		AF/I/R

## **TERMS AND CONDITIONS**

### **Appointment**

Full-time: 37.5 hours per week, 52 weeks a year.

### **Notice Period**

During the probationary period, the period of notice will be one week on either side.

After the successful probation period the notice period will be one month on either side.

### **Probation Period**

The probation period is six months.

### **Salary**

£27,225 - £28,760 p.a. depending on experience

### **Holiday Entitlement**

You will be entitled to paid holiday and bank holidays of a full time post (20 days leave, plus 8 days bank/public holidays per annum).

All holidays should be taken in line with workload demand and in consideration with deadlines and departmental needs. Annual leave may not normally be carried over into the following holiday year.

### **Pension**

Non-teaching staff may join Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

### **Other Benefits**

- Free lunches
- Generous occupational sick pay scheme
- Learning and development opportunities, including financial support for postgraduate study
- Christmas closure
- 'Care First' Employee Assistance Programme
- Occupational Health Service
- Cycle to work scheme
- Free car parking on site
- Use of 25-metre swimming pool at specified times
- School fee reductions for LEH; the school also has an arrangement for fee reduction at Hampton Boys' School
- Employer contribution into a pension scheme

## **Statutory Checks**

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence with paper counterpart, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Completion of Bursary Form
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)

## **Safeguarding Commitment**

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

Applicants should complete the School's own application form to be received by noon on the closing date of Friday 16<sup>th</sup> March 2018.

CVs will not be considered and should not be submitted.

An application pack is available from Human Resources or from the School's website

[www.lehs.org.uk](http://www.lehs.org.uk)

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