

Job Description

Post:	Purchase Ledger Clerk
Salary Grade:	Band 8, Points 19 - 23, of the SFC Support Staff Pay Scale
Responsible to:	Assistant Director Finance

Key Purpose:

1	To control the Purchase Ledger within the Finance Department of the College
2	To ensure that all liabilities are processed accurately and within the set time scale.

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	Entering all Invoices received by the College onto the financial system.
b	Liaise with Heads of Department located on two sites for invoice authorisation.
c	Deal with any disputes/invoice queries as instructed by Curriculum Managers.
d	Matching Invoices to Purchase Orders and checking coding for reasonableness/accuracy.
e	Ensuring that Invoices are correctly filed.
f	Ensuring that financial procedures with regard to authorisation and payment of Invoices are adhered to.

g	Process weekly Bacs run and occasional CHAPS transactions.
h	Reconciliation of Supplier statements.
i	Opening and distributing post (rota system).
j	Support other members of the Finance Team as required (holiday/sickness cover).
	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:

Line manager to sign and date the job description:

Name of the line manager:

Person Specification - Purchase Ledger Clerk

Qualification	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
	1 Educated to secondary school level	Certificate	a Further qualification, NVQ or equivalent	Certificate
Professional Development	2 Evidence of ongoing professional development 3 Internal Recruitment Training (prior to undertaking staff interviews)	Application		
Experience	4 Experience of working in a busy office environment	Application/ Interview	b Experience of working within a Finance setting / Department	Application/ Interview
Knowledge	5 Good numeracy skills 6 The ability to word process and use IT to a high Standard 7 Good written and verbal communication skills.	Application/ Interview	c Knowledge of Jane Accounting software (not essential)	Application/ Interview
Skills/ Qualities	8 Strong attention to detail. 9 Good IT skills. 10 Good written and verbal communication skills. 11 Ability to work on own initiative 12 Excellent organisational skills 13 Good interpersonal skills 14 Able to keep calm in difficult situations 15 Able to work effectively and efficiently 16 Ability to build good relationships with students, staff and suppliers 17 Flexible approach to work	Application/ Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview		

Other	18	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	Application/ Interview		
	19	Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance	Application/ Interview		
	20	DBS Check acceptable to college will be undertaken for successful applicant	Appointment		