

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Purchase Ledger Assistant x2
Job Ref No:	REQ000158
Contract type:	Permanent
Hours per week:	Full Time – 36½ hours per week 9am-5pm Monday- Thursday + 9am-4pm Friday
T&Cs:	APT&C
Band:	Band C
Salary:	£18,250 - £20,250 (FTE)
Location:	South & City College Birmingham*
	*Post-holders can be required to work at any College Centre
Responsible to:	Deputy Purchase Ledger Controller

Aims of Job/Job Purpose:

To assist with all Purchase Ledger functions in order to ensure that suppliers are paid in a timely manner and in accordance with the financial regulations and procedures.

Key Accountabilities and Responsibilities:

- a) Process purchase orders onto the finance system.
- b) Check invoices against purchase orders.
- c) Register all Invoices onto the finance system.
- d) Obtain authorisation of invoices.
- e) Scan all invoices onto the finance system.
- f) Match goods received to purchase orders.
- g) Match all invoices to goods received and purchase orders on the finance system.
- h) Resolve internal and external enquiries/queries.
- i) Generate debit notes and process onto the finance system.
- j) Collect and distribute post on a daily basis.
- k) Assist with the purchase ledger mailbox on a daily basis
- l) Check and reconcile supplier statements.
- m) File invoices and statements.

- n) To assist with the development and maintenance of the finance system, procedures and identifying quality improvements within the department.
- o) Assist with month end and year end close down procedures for Purchase Ledger.
- p) Assist with processing petty cash transactions.

Other Duties and Responsibilities

- a) Comply with internal and external quality standards and contribute to the College's strategic aims.
- b) Comply with college policies and procedures and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Appraisal scheme and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equal Opportunity policies.
- g) Undertake your duties so as to comply with the requirement of internal and external quality standards.
- h) Attend meetings at the request of your line manager to ensure efficient communication within the college.
- i) All employees of South and City College Birmingham are required to engage in organisationally required CPD (continuous Professional Development) and to maintain an ISAR (Individual Self Assessment Report) file.
- j) Carry out any reasonable instructions which involve additional duties commensurate with the level and grading of this post
- k) To ensure the College's Financial Regulations and procedures are adhered to.
- l) Required to work flexibly and to take part in providing cover to the cashier/Credit Control on a rota basis (day/evening cover) and assist with the enrolment process.
- m) Demonstrate commitment to delivering excellent customer service.

PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
Hold an NVQ Level 2 or equivalent in finance or related subject.	✓		Application Form/Interview
Hold a level 2 or above in English (Literacy) and Maths (numeracy) or demonstrate skills at that level.	✓		Application Form/Interview/ Test
Have sound experience of purchase ledger and purchase order processing.	✓		Application Form/Interview
Have sound experience of working within a financial environment, working with and implementing systems and processes to ensure effective financial control, information reporting and record keeping.	✓		Application Form/Interview
Have experience of using computerised financial systems and skill in both accurate input of data and manipulation and reporting of information.	✓		Application Form/Interview
Have experience of maintaining financial records accurately and efficiently	✓		Application Form/Interview
Demonstrable administrative and organisational skills with the ability to work independently to meet deadlines.	✓		Application Form/Interview/ Test
Excellent IT skills to include Microsoft Office packages and Management Information Systems	✓		Application Form/Interview/ Test
Experience of working within a team	✓		Application Form/Interview
Excellent communication skills	✓		Application Form/Interview/
Demonstrable record of working flexibly and using own initiative	✓		Application Form/Interview