

JOB DESCRIPTION

Job Title:	Purchase Ledger / Accounts Clerk	School:	King's School, Worcester
Department:	Bursary	Reporting to:	The Accountant and Deputy Bursar
Level/Salary Range:	Competitive	Position Type:	Full time year round basis
Hours of work:	35 hours per week	Notice period:	6 weeks
Date posted:	7 th June 2019	Closing date:	19 th June 2019
How to apply:	Completed application forms via school website: www.ksw.org.uk/vacancies . Please complete the application form for Support Staff, King's Senior School and email to hradmin@ksw.org.uk or post to Gemma Harding, The King's School, 5 College Green, Worcester, WR1 2LL with a covering letter detailing how you would intend to meet the challenges of the role and the particular qualities and strengths which you would hope to bring to the post.		
Applications FAO:	Gemma Harding, HR Department		
History of the School			
<p>The King's School dates back to 1541, when it was re-founded on the orders of Henry VIII. It is one of England's leading academic day schools, and has two junior schools as part of its Foundation; it is co-educational throughout. There are approximately 960 pupils in the senior school, which is situated next to Worcester Cathedral and the River Severn.</p> <p>King's St Alban's is adjacent to the main site and has approximately 200 pupils from age 4 to 11. It shares many of the facilities of the senior school. King's St Alban's celebrated its 65th anniversary in 2017 and will be opening the King's St Alban's Nursery in September 2019.</p> <p>King's Hawford is just north of Worcester in spacious grounds and currently has approximately 325 children from Kindergarten to Year 6. The school was acquired by King's in 1996.</p> <p>The School is both a registered company and a registered charity. Connected with the School are two limited company trading subsidiaries and a separate registered charity that fund raises on behalf of the School. The financial administration for all of these entities is undertaken by the School's Finance Department ("the Bursary") which is located within the city centre senior school site.</p>			

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Reporting Structure and Purpose of Job

The post holder will be a member of the finance department, known as the Bursary, and will report directly to the Accountant and Deputy Bursar.

The Bursary department is responsible for managing all financial matters relating to the School and is also responsible for a number of other administrative and compliance functions.

Principal Duties/Responsibilities

Within the Bursary the main duties of the Purchase Ledger Clerk will be to maintain the day to day running of the Purchase Ledger (Accounts Payable) function, responsible for planning his/her own daily work and ensuring that the chain of processing events from receiving an invoice or expense claim to payment are undertaken with speed and accuracy. Specific responsibilities will include but not be limited to:

- Maintaining supplier details on the SAGE 200 accounting system
- Processing of purchase order/invoices and supplier payments, ensuring appropriate authorisation by budget holders, correct nominal ledger analysis and timely payment with agreed terms
- Performing regular reconciliations to supplier statements and associated investigation and correction of any items if required.
- Processing of employee expense claims onto system, including checking calculations and receipt verification.
- Purchase ledger and expense payment processing (via BACS, faster payment, debit/credit card and cheques) including generation and transmission of remittance advices.
- Digital (and where appropriate manual) filing all purchase invoices, expenses claims and other supplier related documents
- External and internal communication (with suppliers, school budget holders and other colleagues) e.g. new account creation, credit references, query resolution, chasing invoice authorisation etc.
- Processing internal cost centre recharges
- Providing analysis of purchase data for variety of purposes – budgetary control / benchmarking / statutory returns (e.g. payment practices, energy consumption)
- Bank reconciliations
- Administration and reconciliation of petty cash (including pre-paid debit card control)
- Assisting the wider Bursary team with general accounts office duties (sales ledger/cashier) and other ad hoc tasks as requested.

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It should be noted that the above information is not comprehensive - it is intended to identify only some of the most frequently recurring elements of the Purchase Ledger Clerk role and other responsibilities or duties that are considered to fall within the remit of the Purchase Ledger Clerk post will arise from time to time.

IT Systems and Working Environment

- The role involves extensive use of IT with the result that for the majority of the day the post holder will be seated at a desk using a PC (and VDU).
- The accounting systems are maintained using SAGE200 supplemented with use of EXCEL spreadsheets and other software products.
- The post holder will share an office with at least one other member of the Bursary. The office may be one through which staff must pass to access areas. It is therefore necessary to be able to maintain a high level of concentration and accuracy despite the interruptions which may arise due to the specific responsibilities of the role but also due to “traffic” through an office area.

Decisions and Judgements Involved in Role

- Receiving staff /non-staff expenses and making decisions on validity of items claimed
- Managing supplier expectations regarding payment intervals etc
- Prioritising of daily workload
- Analysing, investigating and resolving financial queries and discrepancies for suppliers and staff
- Decisions on when and how to make payment

Knowledge, Training and Experience Required

Minimum two years experience working within a Finance Department and using computerised accounting software. Experience in accounts payable / purchase ledger and/or SAGE200 would be an advantage

Understanding a range of many financial work procedures and practices, many of which are non-routine and require an intermediate level of knowledge gained through experience. Detailed understanding of accounts procedures including importance of budgets, reconciliation of balances, operation of computerised financial systems and ledgers.

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Ability to maintain a high level of concentration and to work accurately in a busy office with external distractions/interruptions

Methodical and organised in approaching varying workloads

Ability to adapt working methods to respond to ad hoc circumstances

Ability to work and communicate with people at all levels of the organisation both internal and external. Self-motivated possessing a flexible attitude towards work and being able to work as part of a team as well as on own initiative

Numerate and able to demonstrate high level of attention to detail

Strong verbal and written communication skills

Ability to use Excel to at least an intermediate standard

Confident in the creative use of IT to enhance the effectiveness/efficiency of financial processes and reporting.

This School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS check and will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the School.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	