

## GLF Schools Job Description

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|------------------|---------------------------|------------------------|----------------|
| <b>Job Title</b> | Purchase Ledger Clerk     | <b>Job Reference</b>   | GLF-PLC-290917 |
| <b>Location</b>  | GLF Head Office, Claygate | <b>Travel required</b> | Not regular    |

### Core purpose

- GLF central team runs the accounting for all primary schools within the Trust, paying invoices by BACS by matching to goods receipted orders which are created at the schools. The management accounts packs are then created by the central management accounts team.
- This role acts as the purchase ledger clerk for a number of schools in the GLF organisation, working with school colleagues and suppliers to ensure prompt payment within payment terms and continuity of provision of supplies and services.

### Key Accountabilities

Provide the following:

- Paying invoices which should be matched against goods receipted purchase orders from the schools.
- Working with school finance teams to ensure compliance in raising and goods receipting purchase orders.
- Resolving payment queries, working directly with our suppliers.
- Reconcile supplier statements monthly.
- Other duties as required by the Purchase Ledger Lead.
- Deal with finance and general office queries on telephone or email as required

### Accountability

- Accountable to the Purchase Ledger Lead.
- The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

### Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.