



**North East
Learning Trust**

Purchase Ledger Administrator

Applicant information pack

Purchase Ledger Administrator

Required as soon as possible

Grade 2 SCP 7-11

£20,092 - £21,748 per annum

37 hours per week

(Monday to Friday)

We are looking for a motivated, experienced Purchase Ledger Administrator to primarily lead the purchase ledger function, supporting the central head office finance team contributing to an efficient, organised and accurate finance function for all academies within the Trust.

This role requires a high degree of accuracy and therefore we require someone with excellent attention to detail, who is well organised and has good purchase ledger experience. Excellent IT and financial systems experience are needed as the working environment is largely IT based.

You will join a friendly supportive team and will be working with a range of stakeholders to provide high levels of customer service and so the ability to work collaboratively and flexibly as part of a team is essential.

The successful candidate will:

- Strong Purchase Ledger skills, having already worked in a fast-paced Accounts Payable function previously and have a good understanding of end to end Purchase Ledger.
- Recognised qualifications in a relevant discipline would be desirable.
- Excellent communication skills and organisational skills and be able to manage a busy workload independently.
- Highly competent in analysis and interpretation of information.
- Highly numerate with high degree of accuracy.
- Strong interpersonal skills, particularly in developing relationships with internal customers.

Deadline:

Friday 23rd April 2021

Shortlisting and interviews taking place week commencing 26th April 2021

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to amy.hughf@nelt.co.uk

Job description

Post Title: Purchase Ledger Administrator
Responsible to: Head of Finance
Responsible for: To maintain and control the purchase ledger
Salary Band: Grade 2 SCP 7 – 11

Job Purpose

To maintain and control the purchase ledger function, to ensure invoices and payments are processed in line with Trust policy and agreed timescales. Proactively ensure both supplier and internal customer relations are maintained avoiding any disruption to supply chain and operations. Provide financial administrative support to schools and the wider Finance team, ensuring timely, quality financial information is provided and maintained in accordance with Trust procedures.

Duties and responsibilities

- Purchase ledger
 - processing purchase orders
 - matching, coding & processing invoices
 - raising invoice queries
 - supplier payment runs
 - reconciling supplier statements
- To manage the processing of purchase invoices.
- To take lead role on purchase ledger control.
- To ensure prompt payments are maintained.
- To maintain accurate accounting records.
- To ensure high level of accuracy of input and coding.
- To administer supplier invoice queries.
- To manage invoice log and creditors ledger.
- To provide finance guidance and support to schools within the Trust.
- To produce and maintain adhoc reports including the analysis and interpretation of data.
- To support the administration of the school's cash office system, including the generation and monitoring of reports in relation school income (catering, trips, fund raising etc).
- To keep up to date with information to support the continuous improvement of efficient purchase ledger operating processes.
- To prepare data for and input of journals in respect of income and expenditure.

General

- To maintain good working relationship with all Suppliers.
- To develop and maintain good working relationships when dealing with queries

- To support the overall Finance Team with general finance activity.
- To keep up to date with training relevant to the post

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification

Purchase Ledger Administrator

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • 5 GCSEs grade A-C or equivalent • Commitment to continued professional development 	<ul style="list-style-type: none"> • Recognised qualifications in a relevant discipline
Experience	<ul style="list-style-type: none"> • Experience in an accounts' payable role • Working knowledge of financial systems and controls • Experience of accurately inputting data and maintaining records 	<ul style="list-style-type: none"> • Experience of working in an education environment • Experience using Proactis and Suns Systems
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Excellent IT skills, experience in Excel and Word • Excellent communication skills • Excellent numerical and problem-solving skills • Ability to maintain accurate records • Strong attention to detail • Ability to meet daily, weekly and monthly deadlines • Ability to prepare, analyse and report information 	
Personal qualities	<ul style="list-style-type: none"> • Excellent communication skills • Ability to work as part of a team • Initiative and ability to plan and prioritise workload to meet competing deadlines • Ability to work flexibly according to the needs of the Trust 	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.