



**BETHS GRAMMAR SCHOOL - JOB DESCRIPTION AND PERSON SPECIFICATION**

**PURCHASE LEDGER CLERK/FINANCE ASSISTANT**

**Salary:** Bexley Scale 6.1 £29,346

**Hours:** Ideally full time, 9.00am – 5.00pm, including school holidays

For the right candidate, we would consider term time plus two weeks (last two weeks of the summer holidays)

Flexible working will be considered during the school holidays

ACTIVITY	RESPONSIBILITY	NOTES
<b>LINE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Responsible to the Finance Manager</li> </ul>	
<b>FINANCE DUTIES</b>	<ul style="list-style-type: none"> <li>• Enter purchase orders onto accounting system</li> <li>• Book staff training courses and keep record of courses attended</li> <li>• Check purchase invoices against original order, match to delivery notes and pass to Budget Managers for authorisation of payment</li> <li>• Enter authorised invoices onto accounting system</li> <li>• Produce payment run reports; pass to Business Manager for authorisation; process payments</li> <li>• Process properly authorised orders together with payments for items that can only be purchased on line</li> <li>• Keep record of new purchases to be added to the asset register</li> <li>• Act as cashier for all school monies: cash, cheques and on-line payments, including petty cash</li> <li>• Operation of the School Fund Account: School trips/activities: record income and process payments in timely manner, reconcile each trip account to original budget Record school fund contributions Assist in preparation of School Fund Account for Year end</li> <li>• Perform Bank reconciliations</li> <li>• Assist in Year-end procedures for school Grant account</li> <li>• Keep manual accounting documents as necessary</li> <li>• Support teaching and departmental support staff in day to day financial matters</li> <li>• Monthly analysis of Cost Accounts</li> <li>• Reconciliation of Control Accounts</li> </ul>	
<b>OTHER DUTIES</b>	<ul style="list-style-type: none"> <li>• Maintain supply of office and reprographics stationery</li> <li>• Provide general administrative and office support as required by the Finance Manager, including cover for absent colleagues</li> </ul>	



## Person Specification

- Familiar with routine financial transactions
- Experience of PS Financials (desirable)
- Three years of Purchase Ledger experience (desirable)
- Competent in Microsoft packages, particularly Excel
- Accurate and efficient
- Ability to work flexibly and prioritise
- An enthusiastic team player
- Ability to relate well to both adults and students
- An openness to new ideas
- An excellent health record

*Applications should reach the school by 9am Friday 11<sup>th</sup> April 2025. We prefer electronic submissions and application forms can be found on TES or on the school website, no CVs please. We intend to interview on an application basis.*

*Please note that we reserve the right to close any advert before the advertised closing date should a sufficient response have been received. Therefore, please ensure that you complete your application as soon as possible to avoid disappointment.*

*We at Beths Grammar School are committed to practice which protects children from harm. Safeguarding and the promotion of a child's welfare covers all aspects of the child's life and Beths Grammar School is committed to ensuring that all its actions in respect for a child are compatible with this aim. All positions are subject to a DBS enhanced disclosure check. Applicants must complete the school application form and in line with 'keeping children safe in education' and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. All shortlisted applicants will be required to complete a Self-Disclosure form prior to interview.*