

Job Description

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| Job Title: | Purchase Ledger Administrator |
| Grade: | Scale 5 |
| Responsible to: | Finance Office Manager |

**Introduction**

The College Group’s Vision and Values are embodied in the following statements:

1. The acquisition of knowledge which is linked to tangible skills development in a safe learning environment is the essence of a quality learning experience. If this process also challenges reasoning, planning and individual organisation then it will develop valuable learner skills allowing individuals to realise their full potential. Sparsholt College Group is committed to widening participation in all its learning activity and is committed to making provision available at all academic levels to match the diverse needs of our learners.
2. The College Group is committed to the principles of partnership and collaboration with a range of likeminded organisations on a local, regional, national and international basis and will deliver its Vision and Values through a culture of a professional, open and self critical organisation that embraces change and believes in high quality and where responsible contribution of individuals is encouraged and valued at all levels.
3. The College Group is committed to encouraging and demonstrating enterprise, entrepreneurialism and innovation amongst learners and staff through the curriculum and to developing the commercial activity of the College.

**What will I be doing? (Contribution Statement)**

This position is responsible for assisting in the provision of a purchase ledger service for the College Group, whilst ensuring that proper controls are enforced regarding the receiving, processing and payment of invoices and that the college’s Financial Regulations and Standing Orders are adhered to.

Main Duties and Responsibilities

1. Process suppliers’ invoices and credit notes, and input data into the computerised financial system by matching with purchase orders or if necessary, forwarding to relevant staff to GRN as needed.

2. Monitor and pursue outstanding invoices, either by liaising with suppliers’ or internal managers.

3. Respond to supplier enquiries by telephone or other correspondence.

4. Process payment runs by BACS or cheque and in accordance with the College Group’s Financial Regulations.

5. Provide cover within the Finance department as required.

**Other**

i Maintain and develop effective communication, liaison and relationships with all staff.

ii Participate in appropriate cross organisation groups and committees.

iii To participate in the College Group’s appraisal process.

iv Undertake and deliver appropriate staff development and training

v To comply with and promote College Group Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others

vi Ensure compliance with and implementation of all College Group policies and procedures in respect of Equality and Diversity and pursue the achievement and integration of Equality and Diversity throughout all the College Group’s activities

vii Assist the College in its compliance with GDPR, Freedom of Information, Computer Misuse, copyright and information retention legislation

viii Ensure compliance with and implementation of all College Group policies and procedures in respect of Safeguarding Legislation.

ix Carry out College Group administrative procedures including record keeping and production of reports.

x To undertake such other reasonable duties as may be required from time to time commensurate with the grade and review this Job Description at least annually with the Finance Manager through the College Group appraisal scheme

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| Job description prepared | Date : | October 2020 |
| Agreed by Job Holder | Date : |  |
| Approved by Manager | Date : |  |
| Approved by member of SLT | Date : |  |

*Notes:*

***This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder.***

***The job description, duties and key performance outcomes must be reviewed annually with the line manager and approved by a member of the Strategic Leadership Team.***

# Person Specification/Competency Profile - Purchase Ledger Administrator

***When completing you application form please evidence how you fully meet each of the essential criteria***

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| **skills and core competencies** | How Measured |
| **Technical competency and knowledge (qualifications and training)**   1. GCSE Grade C or above in English and Maths or equivalent **(E)** 2. Basic Excel training **(D)** 3. Familiarilty with Ebis **(D)** | Qualification certificates  Job related training certificates/CPD log  Interview |
| **Experience, knowledge and judgement**   1. A practical knowledge and understanding of purchase ledger procedures **(D)** 2. A history of effective involvement in purchase ledger role **(D)** 3. Knows when and where to use judgement, and when and where to seek help or appropriate guidance. **(E)** 4. An organised approach when dealing with paperwork **(E )** | Application, interview  Application, Interview,  Application, interview  Interview  Interview |
| **Managing and developing the business, clients and services (skills and attributes**)   1. Understanding the core business of the College and the client needs **(E)** 2. Acknowledging and knowing the importance of deadlines and to be able to commit to them **(E)** | Application, interview  Application, interview |
| Personal qualities, communicating and relating to others.   1. Self motivated, positive thinking and a ‘can-do’ attitude. **(E)** 2. Excellent verbal communication skills.**(E)** 3. Maintains and develops effective communication, liaison and relationships **(E)** | Written and verbal communication skills assessed through application form and interview.  Application, interview  Application, interview |
| **Leading, relating to, and developing others**   1. Establishes and maintains effective working relationships with colleagues and business partners at all levels. **(E)** 2. Ensures colleagues are appropriately involved and informed. Shares knowledge and learning with colleagues. **(E)** 3. Seeks relevant information on the different ways that colleagues work, to properly understand their needs and pressures, and the environment in which they operate. **(D)** | Application, interview  Application, interview  Application, interview |
| **Other**   1. Ability and willingness to work flexibly (evening, weekend) to meet the needs of the College, **(E)** | Interview question |