



Job Description

Apprentice Finance Assistant: Purchase Ledger

Grade:

Location: **Sutton Occasional Visits to Trust / College sites**

General Purpose of Job:

To assist the Purchase Ledger team in providing an efficient Purchase Ledger service to the Schools / Colleges within our Trust, in accordance with the Finance Regulations

Functional Links

The post holder will liaise with other sections within the Finance Department. School /College staff, Suppliers, Procurement, Local Authorities and Agencies to maintain the high standards of the Trust.

Reporting Relationships

The Apprentice Finance Assistant will undertake the following in respect of a range of duties under the direction of the Senior Finance Officer

MAIN DUTIES AND RESPONSIBILITIES:-

- Entering Sundry invoices, ensuring the following are entered correctly and accurately:
 - Supplier
 - School
 - Invoice number / Amount
 - Description of goods
 - Financial Budget
 - Attaching Invoice
 - Approval in the workflow in a timely manner
- Entering PO invoices, ensuring they are matched correctly against the Trust's official Purchase orders and that the Quantity received and the cost being

charged are in accordance with the Purchase Order. Any Variations will need to seek manual approval

- Ensure correct posting of VAT on the finance system
- Finance inboxes are reviewed daily to ensure urgent emails have been picked up. Invoices should be processed within 10 days of receiving the email.
- Monitor Invoice entries for resolution with a status that are either:

Rejected

Incomplete

Entered

Ready for approval (if nearing due date)

- Prepare and Process fortnightly BACS payments, ensuring Payment paperwork is saved correctly
- Setting up new Supplier information
- To be responsible for updating Supplier information on the Finance system
- Dealing and resolving supplier queries in a professional manner
- Reconciliation of supplier statements on a regular basis
- Produce and review the aged creditors report on a frequent basis
- Liaise with Schools / College centers to improve and maintain internal procedures for the Purchase Ledger function
- Prior to making a payment for an invoice over £15k, check that the VFM / Waiver are saved in the correct folder. Notify Procurement if this is not the case.
- Direct debits to be matched to the invoice in the current Month we are working in.
- Assist the Trust to achieve paying 95% of Invoices within our 30 days payment terms
- To provide assistance and cover for other members of the Purchase Ledger team, as required

Other duties

- To work as part of a team.
- Prioritise workload to achieve own and team goals
- To maintain information in a confidential manner
- To maintain accurate accounting records in the performance of duties
- Share knowledge and best practice gained within the team to other Finance colleagues
- Be aware of personal continuous improvement and development
- To demonstrate a commitment to safeguarding children and vulnerable adults
- To carry out all duties in accordance with OHCAT policies
- To carry out any other duties as required, which are consistent with the grade and nature of the post