**JOB DESCRIPTION**

#### POST TITLE: Purchase Ledger Officer (Maternity Cover)

RESPONSIBLE TO: **Finance Manager**

RESPONSIBLE FOR: Control and Maintenance of Purchase Ledger and assistance with general ledger. Banking of all cheques and cash receipts. Maintenance of School credit card facility. Control and issue of petty cash when required.

# **MAIN DUTIES AND PURPOSE OF POST**

The post of Purchase Ledger Officer involves ensuring that all invoices are paid in a timely manner, banking all cash and cheque receipts, providing a petty cash facility as required. The role provides an indispensable service to the finance function and the school as a whole.

It is a requirement for the Purchase Ledger Officer to have ability to work accurately, be highly organised, flexible and approachable. The Purchase Ledger Officer must have the ability to work well independently as well as part of a team.

**PURCHASE LEDGER**

Control and maintenance of the Purchase Ledger as follows:

* Processing invoices and expenses electronically (coding, posting, filing and sending and obtaining approval for payment from budget holders).
* Processing weekly BACS payments and clearing down direct debits.
* Reconciling statements from suppliers and liaising with them to resolve queries relating to invoices.
* Maintaining supplier details (including bank details for BACS payments).
* Processing Payments
* Being first point of contact for all relevant purchase ledger enquiries.
* Maintaining strong relationships with customers and suppliers.

**BANKING**

* Coding and posting of bank transactions.
* Preparation and input of supporting journals to the General Ledger.

**CREDIT CARDS**

* Processing of monthly credit card statements.

**PETTY CASH**

* Control and issue of petty cash when required (in particular for Science Departments and for interviewee travel expenses)
* Provide floats for Cake Sales, Concerts, Sports Events etc.
* Monthly cash reconciliation and input of journal analysis into the General Ledger.

**OTHER DUTIES**

* Maintenance of Sundry Debtors spreadsheet and reconciliation of account.
* Issuing reports to budget holders.
* Complete other ad hoc tasks for the Finance Manager as required.
* To undertake such other duties which may be reasonably required.

**SAFEGUARDING**

* To adhere to school policy on safeguarding and updating training as required.
* To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

**LADY ELEANOR HOLLES**

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** | **Assessment**  **(Application Form/**  **Interview/Reference)** |
| Minimum 3 years’ experience in a similar role | ✓ |  | AF/I/R |
| Have a professional accountancy qualification or studying towards one |  | ✓ | AF/I |
| Strong numerical skills to support all the requirements of the post | ✓ |  | AF/I |
| Focus on paper free driven processes | ✓ |  | AF / I / R |
| Attention to detail and a desire for the highest levels of accuracy | ✓ |  | AF / I / R |
| Have a positive, motivated and can-do approach | ✓ |  | AF / I / R |
| Reliability and a commitment to maintaining high professional standards | ✓ |  | AF/ I |
| Proactive approach to effective time management and meeting tight deadlines | ✓ |  | AF / I / R |
| Discretion and the ability to deal with sensitive information and confidential data with different stakeholders. | ✓ |  | AF / I / R |
| The ability to prioritise, work calmly under pressure and respond positively to varying workloads | ✓ |  | AF/ I / R |
| Excellent written and oral communication skills | ✓ |  | AF / I / R |
| Excellent team working skills as well as ability to work independently with minimum supervision | ✓ |  | I / R |
| An understanding and commitment to adhering to school policy on safeguarding | ✓ |  | AF /I |
| A willingness to work additional hours if required | ✓ |  | I/R |
| Good knowledge of Microsoft Word and Outlook | ✓ |  | AF/I |
| Excellent knowledge of Microsoft Excel, including the use of formulae for calculations | ✓ |  | I |
| Experience of working with WCBS software package |  | ✓ | AF/I |
| Demonstrable experience of bookkeeping | ✓ |  | AF/I |
| Ability to work to tight deadlines | ✓ |  | AF/I/R |

**MAIN TERMS OF APPOINTMENT**

**Hours of Appointment**

This is a full-time, fixed term maternity cover post for 6 – 7 months. The working hours are 8.30 am-5.00 pm, Monday to Friday, 37.5 hours week for 52 weeks a year.

**Notice Period**

During the 6-month probationary period, the period of notice will be two weeks on either party. After successful completion of the probationary period, the notice period will be 2 months or the statutory minimum, whichever is greater.

**Probation Period**

The probation period is six months.

**Salary**

The Salary for this role will be £27,942 - £30,820 per annum (dependent on experience)

**Holiday Entitlement**

The holiday entitlement is 20 paid working days per year plus the 8 bank holidays**.** Holidays would normally be taken out of term time.

All holidays should be taken in line with workload demand and in consideration with deadlines and departmental needs. Annual leave may not normally be carried over into the following holiday year.

**Pension**

Non-teaching staff may join Lady Eleanor Holles School’s Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

**Other Benefits**

* Teachers' Pension Scheme for teaching staff and membership of LEH Group Pension Scheme (with life assurance) for non-teaching staff
* Free lunches, tea and coffee
* Generous occupational sick pay scheme
* Occupational Health Service
* Learning and development opportunities
* Free car parking on site
* Library facilities open to all
* Use of 25-metre swimming pool at specified times
* Use of School sports facilities when available.
* Staff receive free or reduced-price tickets to attend the excellent school drama and music productions
* The school offers a rent or mortgage allowance subsidy for new permanent teaching/non-teaching staff who are at the start of their careers or relocate to the area in order to take up the post

**Statutory Checks**

An offer of employment is conditional on the following:

* Sight of your passport and verification of Right to Work in the UK
* Sight of two other forms of I.D. e.g. driving licence with paper counterpart, recent utility bill/bank statement showing home address (and dated within 3 months)
* Sight of the original of your marriage certificate (if applicable)
* Sight of the originals of your relevant qualifications
* A check of the Barred List/List 99 check
* A satisfactory enhanced DBS criminal record check
* Confirmation of medical fitness including completion of a Medical Questionnaire
* Completion of Bursary Form
* Check of employment history (including satisfactory explanations for any gaps)
* Check of references
* Overseas checks (where applicable)

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| An application pack is available from the School’s website by clicking [here](https://www.lehs.org.uk/employment/application-form). Applications must be made on the School’s own form and should be sent to [personnel@lehs.org.uk](mailto:personnel@lehs.org.uk).  **The** **closing date is noon on Friday, 17th September 2021**  **Interviews may take place at any time.**  **CVs will not be considered and should not be submitted.**  The Lady Eleanor Holles School  Hanworth Road, Hampton, TW12 3HF  Tel: 020 8979 1601  [personnel@lehs.org.uk](mailto:personnel@lehs.org.uk) |

***Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).***