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### JOB DESCRIPTION

**Job Title:** Purchase Ledger Administrator

**Date JD produced/revised:** May 2018

**Reporting to:** Procurement Manager

**Directorate:** Finance & Resources

**Reference number: SMT 116**

**The primary purpose of this job role is to;**

To assist in the maintenance of the College’s Purchase Ledger in accordance with the College financial regulations, whilst at the same time provide a high level of customer service to internal customers. To assist with any other functions with the Finance Office as directed including being part of the Finance Office rota for providing cover for cashier duties in the absence of the Cashier.

**The primary duties, tasks and responsibilities of this job role are to;**

**1. Purchase Ledger**

* 1. To ensure that all invoices and credit notes received are correctly registered, properly authorised and are Bona Fide charges to the College.
  2. To ensure all college invoices are scanned at time of entering on the system.
  3. To match invoices against purchase orders and investigate variances.
  4. To ensure invoices are paid in accordance with the College financial regulations including payment terms.
  5. Review all outstanding purchase orders and take necessary action.
  6. To prepare a list of supplier’s accounts due for payment for approval; action the resultant purchase ledger cheque and BACS payment run.
  7. To reconcile all suppliers statements and ensure all outstanding invoices or credit notes are dealt with in accordance the financial procedures in place at the time.
  8. Ensure all invoices and credit notes are filed correctly.
  9. Resolve queries with suppliers by telephone.
  10. To enter new suppliers on to the College financial reporting system as required.
  11. Provide advice and support to budget holders/signing authorities on the purchase ledger function.
  12. Monitor any breaches of the financial regulations in relation to the purchasing policy/procedure and report monthly to the Procurement Manager on any such breaches.
  13. To assist in the production of the month end reporting in relation to purchase ledger, including commitment reporting and prepayments.
  14. To prepare payment performance reports on a monthly basis and report results to the Procurement Manager.

**2. Cashier Duties**

* 1. Receive all monies through the cashier’s office: enter on appropriate account code, record information and issue a receipt.
  2. Record all cheques received on the cheque log control and process through the cash office.
  3. Perform daily banking routine; at start of each take run reports and reconcile to cash totals, count and bag all cash and cheques ready for collection by Security Company and prepare paying in slip for banking.
  4. Receive all travel warrant requests; check validity and issue within the timescales contained in the Finance Office service level agreement
  5. At the end of each day ensure the safe log is accurately completed and handed to a senior member of the finance team with the safe key to be kept off site overnight.

1. **General**
   1. Any other duties as may be required by the line manager which may include processing purchase orders raised in the absence of members of the procurement team.
   2. Specific involvement in the main enrolment period of the college (if required).
   3. To provide guidance to the finance procurement apprentice to enable this person to provide administrative support to purchase ledger.
   4. To actively advance equality of opportunity and foster good relations within the College community.
   5. To adhere to College equal opportunities policies, procedures and practices.

**The resource management responsibilities of this role are;**

Financial: None

People Management: None

Other: None

**Special conditions or working arrangements applicable to this role are;**

This post is defined as regulated activity. The post holder is required to hold an enhanced DBS disclosure check deemed acceptable to the College.

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

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| **Terms and Conditions** | **Details** |
| **Salary Scale** | APT&C Scale 5 |
| **Salary: (to be pro rated if part-time)** | £20,633 – £22,551 |
| **Superannuation Scheme:** | Local Government Pension Scheme |
| **Number of hours to be worked per week** | 37 hours per week |
| **Full year or term time only contract** | Full Year (52 weeks per year) |
| **Contract type** | APT&C Permanent |
| **Annual Leave Entitlement** | 25 Days per annum |

**EMPLOYEE PROFILE**

**Post: Purchase Ledger Administrator**

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| ATTRIBUTES | **ESSENTIAL**  **ATTRIBUTES CANDIATES MUST HAVE ON ENTERING THE ROLE** | **ADDITIONAL**  **KEY ATTRIBUTES ALREADY HELD OR TO BE DEVELOPED TO PERFORM THE ROLE** | **ASSESSMENT METHOD**  **e.g., application form, interview, tests** |
| **Qualifications** | GCSE Maths & English or equivalent Grade C or above | AAT qualified or studying towards the qualification | Application form/ Certificates |
| **Related**  **Experience** | Minimum 2/3 years previous experience in a purchase ledger environment | Full understanding of college operations | Application form/ Interview/References |
| **Special**  **Circumstances** | Ability to travel independently between sites  Prepared to work flexibly on any College site as required and in terms of job tasks and hours |  | Interview |
| **Knowledge, skills and abilities** | Microsoft Office Word and Excel  Purchase Ledger Accounting software  Reconciling Statements  Ability to work under pressure and to a deadline  Ability to prioritise work  Strong interpersonal/ communication skills | Understanding of Symmetry Financials  Ability to work using own initiative | Application Form/ Interview/ Tasks |
| **Disposition and approach** | Diligent  Flexible approach to work  Ability to create and maintain effective working relationships  Accurate and with attention to detail  Reliable and conscientious  Perseverance in completing tasks  To promote and safeguard the welfare of children and vulnerable Adults.  Commitment to equality & diversity |  | Interview / References |