



LAURUS

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TRUST

Job Description & Person Specification

Purchase Ledger Assistant



Job Title : Purchase Ledger Assistant
Scale : Scale 3

Reporting Arrangements

Reporting to : Trust Finance Officer
Accountable for : N/A

Job Purpose

- To provide efficient and effective financial support to meet the Trust's core financial responsibilities, managing day to day processes in an accurate and timely manner.
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Main Responsibilities

- Support the Trust Finance Director and Trust Finance Manager in all areas of finance to enable them to perform their duties for the Trust and provide support to each school within the Trust to ensure financial compliance is maintained.
- Providing initial guidance to new users and ongoing support to existing users of the finance systems.
- Process transactions in to the Trust's finance system, including purchase orders, supplier and customer invoices/credit notes.
- Monitor supplier queries to ensure transactions are regularly updated.
- Resolving purchase order/invoice queries.
- Assist in the preparation and review of the weekly supplier BACS payment run.
- Check supplier statements and deal with queries from suppliers in a professional and efficient manner.
- Approve new suppliers and customers in the finance system.
- Maintain supplier and customer records ensuring data held is accurate.
- Provide guidance to school level Finance Administrators to ensure central processes are followed in all Trust schools.
- General ad hoc finance and administration duties including monitoring the shared finance inbox, opening post and distributing accordingly whilst bringing to the attention of the Trust Finance Director or Trust Finance Manager and items of importance and general banking duties e.g. paying in slips, petty cash.
- Maintain confidentiality at all time in respect of Trust related matters and to prevent disclosure of confidential and sensitive information.

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To work positively and inclusively with colleagues and stakeholders so that the Trust provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfil personal requirements, where appropriate, with regard to Trust policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To take responsibility for promoting and safeguarding the welfare of students in the Trust schools.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

Trust Responsibilities

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

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| ➤ Adaptable | - | Open to change, to be flexible. |
| ➤ Courageous | - | Willing to speak up, offer ideas, challenge the norm. |
| ➤ Hard Working | - | Strong work ethic, prepared to go the extra mile. |
| ➤ Inclusive | - | Treat others fairly and equally. |

- **Engaged** - Involved/absorbed in your work, participate at all times.
- **Value** - Add value to your role, your team and the Trust.
- **Enquiring** - Have an enquiring mind, curious, improve and find solutions.
- **Motivated** - Pro-active, wanting to achieve goals, willingness to try, can do attitude.
- **Encouraging** - Giving/offering support and confidence to others, working together.
- **Navigator** - Providing guidance, leading when necessary.
- **Tenacious** - Perseverance, never giving up, whatever it takes.

Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Experience in purchase ledger or equivalent data entry role • Ability to implement the principles of best value to maximise the resources of the Trust • Sound educational background including GCSE's Maths and English (A*-C) or equivalent 	<ul style="list-style-type: none"> • Experience of working in an educational setting or Multi-Academy Trust • Experience of using academy financial software • Accountancy qualification e.g. AAT • Awareness of current issues in the Education Sector
Knowledge and Experience	<ul style="list-style-type: none"> • Prior experience in a similar role • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with confidential information • Awareness of current issues in education
Skills	<ul style="list-style-type: none"> • Excellent IT and data management skills in using Microsoft Office including Word, Excel and PowerPoint • Able to work accurately and with attention to detail • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to demonstrate engaging oral and written communication 	
Other Qualities	<ul style="list-style-type: none"> • Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Ability to remain calm under pressure • Flexible • Good team player • Willingness to undertake further training • Commitment to safeguarding and promoting the welfare of children 	<ul style="list-style-type: none"> • Full driving licence