



JOB DESCRIPTION			
Department	Finance	Date	February 2023
Responsible to	Finance Manager	Responsible for	N/A
Job Purpose			
Administering of the purchase ledgers for Christ's Hospital's main entities including the School.			
Responsibilities/Accountabilities			
<ul style="list-style-type: none"> • Administering the purchase ledger function for Christ's Hospital's main entities to include timely and accurate: <ul style="list-style-type: none"> ○ processing of purchase invoices ○ processing of payments, both BACS and cheques ○ reconciliation of all accounts to supplier statements ○ processing of manual accounts payable (AP) payments as required ○ processing of Barclaycard statements • Attend and participate in Finance team meetings and other staff events as may occur throughout the year • Carry out such duties that may be reasonably required by your line manager. The duties above are those currently required, but the post holder may also be required to undertake other duties reasonable and compatible with competence, qualifications and level of responsibility. 			
PERSON SPECIFICATION			
Experience	<ul style="list-style-type: none"> • Proven experience working in a Finance team essential • Processing purchase ledger experience strongly desired • Experience in education is not required. 		
Qualifications	<ul style="list-style-type: none"> • Good general standard of education including C or equivalent pass at level 2 (GCSE or equivalent) in Maths and English. 		
Skills & Abilities	<ul style="list-style-type: none"> • Excellent organisational skills and attention to detail • Works well to deadlines • Strong communication and team working skills as will be working in a large, well-established finance team and role requires liaison with a number of different departments and members of staff • Training will be given on the job but the candidate needs to be comfortable working with accounts payable software packages and Microsoft Office 		
Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment			

Additional Work Elements

- Complying with any instructions or information given by your line manager concerning safe practice and methods of work. Taking care at all times to maintain your own health and safety as well as that of your work colleagues or any other individuals with whom you may come into contact.
- Carrying out duties having due regard to maintaining the confidential nature of information concerning work and business at Christ's Hospital.
- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary, and participate in any training to ensure the School is fully prepared

Reporting Structure

