



# Purchase Ledger Officer

## Job Description

Area	: Finance
Salary	: £22,556 - £25,205 per annum
Hours of Work (Full-time/Part-time)	: Full-time 37 hours per week
Line Manager	: Head of Finance/Purchase Ledger Supervisor

Responsibility for	The maintenance of the Purchase Ledger system of the Finance and Administration Department, including dealing with both internal and external customers.
	: Supporting the Sales Ledger Function

## Main Purpose of Job:

To provide outstanding support to the Finance area and contribute to culture of continuous improvement in order to ensure that the service provides;

- Meets the needs of all staff, learners, employers and other stakeholders
- Is of the highest possible quality in terms of service user satisfaction and availability of accurate and timely data to inform decision making
- Is effective, efficient and provides excellent value for money
- Reflects the vision, mission and values of the college
- Is innovative, developmental and judged as outstanding
- Promotes a culture of excellence and equality

## Key Duties and Responsibilities:

- (1) Reflect the vision, mission, aims and values of the college.
- (2) Ensure that all invoices have an appropriate purchase order before paying.
- (3) Ensure that suppliers are paid within the agreed terms.
- (4) Assist in monthly bank reconciliations.
- (5) Assist with processing purchase orders and recording invoices using the College finance system.
- (6) Deal with queries from suppliers, customers and College staff.
- (7) Assist with maintenance of the standing data for supplier/student accounts.
- (8) Perform monthly supplier statement reconciliations
- (9) Undertake general Finance and Administration Department duties and responsibilities including dealing with the general public, with occasional evening/weekend duties on a rota basis and assisting with enrolment and examinations at peak periods with emphasis on cash handling.

- (10) Be able to run a supplier payment run and provide temporary cover for the Purchase Ledger Supervisor as required.

**Generic Duties and Responsibilities:**

- (11) Promote a culture of innovation, excellence and equality
- (12) Reflect the vision, mission and values of the college
- (13) Contribute to the development of and ensure compliance with all College policies, procedures and agreements
- (14) To actively contribute to the risk management of the College.
- (15) To positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (16) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment
- (17) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work
- (18) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***



# Purchase Ledger Officer

## Person Specification

	Assessment Method					
	Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References
<b>*Test = Skills Test/Knowledge Test/Micro Teach/Presentation</b>						
<b>Education and Qualifications</b>						
Essential						
<ul style="list-style-type: none"> <li>GCSE Grade C (4/5) in English and Maths, or equivalent</li> </ul>	✓				✓	
Desirable						
<ul style="list-style-type: none"> <li>Level 2 or equivalent in Accounting</li> </ul>	✓				✓	
<ul style="list-style-type: none"> <li>Level 2 or equivalent in Customer Service</li> </ul>	✓				✓	
<b>Skills and Experience</b>						
Essential						
<ul style="list-style-type: none"> <li>Good ICT/administration skills</li> </ul>	✓		✓			✓
<ul style="list-style-type: none"> <li>Good communication skills</li> </ul>	✓		✓			✓
<ul style="list-style-type: none"> <li>Working knowledge in the use of accounting systems</li> </ul>	✓	✓	✓			✓
<ul style="list-style-type: none"> <li>An understanding of Financial Regulations</li> </ul>	✓	✓	✓			✓
<ul style="list-style-type: none"> <li>Proven understanding and ability to deliver excellent customer service to internal and external customers</li> </ul>	✓	✓	✓			✓
<ul style="list-style-type: none"> <li>Experience of using excel spreadsheets, with the ability to create formulae and produce reports.</li> </ul>	✓	✓	✓			✓
Desirable						
<ul style="list-style-type: none"> <li>Proven ability in processing purchase orders and invoices</li> </ul>	✓	✓	✓			
<ul style="list-style-type: none"> <li>Previous experience of using Sun systems</li> </ul>						
<ul style="list-style-type: none"> <li>Previous experience of using banking software</li> </ul>	✓		✓			
<b>Personal Attributes</b>						
Essential						

• Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to College) and to translate ideas into actions.	✓		✓			
• Emotional intelligence, self-awareness and confidence			✓			
• The confidence to challenge existing practices and to lead initiatives for new and efficient use of resources			✓			
• Accuracy and attention to detail		✓				
• Excellent organisational skills, ability to prioritise and work effectively under pressure		✓				
• A flexible approach to working	✓	✓	✓			
• Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community	✓		✓			✓
• Commitment to on-going professional development for self and others	✓				✓	
• Enhanced DBS	✓					

*Updated June 2024*