



# Job Description

**Post:** Finance Assistant – Purchase Ledger/Procurement

**Responsible To:** Purchase Ledger & Procurement Team Leader

**Summary of Post:** Processing of supplier invoices and payments, provide procurement support to the Business Units and perform checks on/set up new suppliers.

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## Specific Duties

A typical day will include:

- Logging invoices and credit notes on the system
- Ensuring all invoices and credit notes are properly approved and, if applicable, matched to delivery notes
- Preparing payment runs ensuring suppliers are paid in line with credit terms. Ensuring all payments are posted to the correct supplier account and allocated to the appropriate invoice
- Reconcile supplier statements to the purchase ledger
- Maintain accurate and complete supplier standing data and ensure that all amendments are properly evidenced and approved
- Manage supplier queries and develop strong working relationships with existing suppliers
- Place orders raised on the College credit card account and Amazon Business for the College Business Units, keeping accurate records of transactions to aid reconciliation

Please note this list is not exhaustive and you may be asked to carry out other duties as required by the Head of Finance.

## General Duties and Responsibilities

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

	EMPLOYEE SPECIFICATION	Application	Interview	Weighting
Skills				
1.	Plan, organise and manage own workload to ensure your contribution to the company's monthly financial reporting process is achieved in a timely and accurate manner	✓	✓	6
2.	Ability to work under pressure and without supervision		✓	4
3.	Ability to work in a team environment		✓	4
4.	Ability to develop and sustain relationships with both internal and external customers	✓	✓	4
5.	Ability to construct effective written communications, including letters and emails. Capable and confident written skills	✓	✓	4
6.	Good level of competence in Microsoft Office applications	✓	✓	4
7.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	A minimum of 1 year's purchase ledger experience	✓		6
2.	An understanding of the purchasing process, including raising orders, invoices and making payment via electronic methods	✓	✓	4
3.	Experience of using a computerised accounting system	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade 4/5 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade 4/5 or above)	✓		4



### **Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.

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