

Purchase Ledger Clerk

Job description and person specification

Job description

Post title: Purchase Ledger Clerk
Salary: Grade 3/4
Position: 37 hours per week, all year round
Reports to: Group Financial Controller

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

- To contribute to the effective running of the Trust, providing financial and administrative support under the direction and guidance of the Central Assistant Finance Manager.
- To assist the Central Assistant Finance Manager in developing best practice across the Trust and driving improvements.
- To apply best practice in accordance with financial regulations to optimise 'best value' and to maximise the use of resources in line with the Trust's policies.

Main duties and responsibilities

Specific role requirements:

- Continually striving to drive best practice across the Trust.
- To be responsible for implementing the following and ensuring that each task is carried out as defined in the corresponding procedures: Obtaining quotes for purchases in accordance with the school's Standing Orders procedures.
- To process all orders and invoices ensuring that the school complies with the authorisation levels as prescribed with the school's internal financial procedures.
- To deal with queries relating to payments and deliveries.
- To check invoices and expenditure items for accuracy including amount and frequency so as to safeguard against errors.
- To liaise with suppliers regarding order queries and ensuring value for money and compliance with the scheme of delegation/levels of authority.
- To raise cheques, BACS transfers for approved payments to suppliers, and expense claim forms for internal staff, ensuring that all payments are properly authorised and approved.
- To assist Assistant Finance Manager/ Group Financial Controller with the month end and year end procedures.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To assist the Finance Managers with matters relating to accounts and audits regarding preparation and audit of annual accounts.
- Ad hoc project work as required.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Maths & English GCSE Grade C or above (or equivalent)	✓		Application form
Evidence of some training in accountancy or finance		✓	
Relevant qualifications in finance		✓	
Knowledge and understanding			
Previous experience of working with budgets		✓	Application form
Previous experience of working in a financial capacity	✓		
Experience of working in a school environment		✓	
Experience of using finance software packages		✓	Interview
Experience of working within the financial sector		✓	
Good record keeping skills	✓		Portfolio of work
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		
References			
Skills and attributes			
Ability to work as part of a team	✓		Application
High levels of organisation	✓		
Ability to demonstrate a flexible and adaptable approach to work	✓		
Excellent communication skills with all stakeholders	✓		Interview
Shows commitment to a supportive, coaching culture	✓		
Commitment to ongoing personal and professional development	✓		Portfolio of work
References			
Core			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		