

**Purchase Ledger Administrator**

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| **Job title** | Purchase Ledger Administrator |  |
| **Responsible to (post)** | CFO |  |
| **Grade** | KR4 (FTE £19,389, Actual Salary £16,320) KR5 following successful probation. |  |
| **Department/section** | Central Services Team |  |
| **Remit of the post covers** | DEALT Academies |  |
| **Hours of work** | 37 (Negotiable) |  |
| **Location** | Northbourne Primary School |  |
| **Contract Type** | Term Time, Permanent |  |

**Purpose of job**

You will be responsible for the purchase ledger and purchase control function together with any reconciliations in this respect. You will also be working very closely with the CFO.

You will report to the CFO and be part of a team of 6 people in the Central Services Hub. You will work collaboratively with colleagues across the organisation including, peers, managers, Headteachers and will work with volunteers/temporary staff/consultants as required. You will also work with contractors/suppliers, customers and agencies where appropriate.

**Scope of job**

The role involves a range of activities to support the purchase ledger function within the finance team. This will include:

1. Being the first point of contact for raising purchase invoices and purchase ledger control.
2. Answering queries from suppliers and internal staff in relation to purchase invoices or purchase controls.
3. Collation and reconciliation of Corporate Purchase Card statements.
4. Reconciliation of the creditors control account and the detailed creditors listing by reconciling payments out of bank/cheque/credit card or any other portals to the purchase invoices received.
5. Working with colleagues in the DEALT to obtain purchase orders and answer queries/support the work of the team by requesting timely invoices.

The nature of the duties may change and develop according to the needs of the unit. This will require a flexible and adaptable approach.

The DEALT aims to ensure that the needs and interests of members of the DEALT including women, Black and Minority Ethnic communities, disabled people, lesbians, gay men, bisexuals, transgender and people of all ages are reflected in all its activities. You will be expected to contribute to this aim.

**Key responsibilities**

**Purchase ledger**

1. Produce all purchase ledger invoices/payments in a timely manner. This will include trade, grants, fees and all other type of income.

2. Work with colleagues across The DEALT to gather purchase and expense due information and ensure that all invoices/payment requests are captured in the system.

3. Produce adequate credit control reports to show statistical information on the purchase / expense due and the purchase ledger.

4. Be the first point of contact for the Finance team in respect of purchase ledger/purchase control queries and log or respond to enquiries and requests from colleagues and other stakeholders, internally and externally.

5. Work closely with colleagues across The DEALT to provide support on initiatives and projects and any other team requesting expense invoices as required.

6. Support the DEALT’s relationships with key stakeholders as directed. This will include communication by phone, face-to-face and attending meetings and other events as required.

7. Undertake other duties that may from time to time be necessary and are compatible with the nature and grade of the post.

**Credit control & supplier statements**

9. Work with budget holders and colleagues across The DEALT to enable the smooth running of the purchase control function to guarantee timely payment of all expense including trade, loans and fee expense due by the charity.

10. Produce analysis of outstanding purchase orders / invoices and categorise them by source and outstanding periods, and produce required reports.

11. Carry out purchase control by phone, email and letter or other suitable methods regularly and endeavour to automate as much of the control system as possible for it to take place within the finance system.

12. Produce reports on outstanding payments and purchase control results at regular intervals and have clarity on the liability of expenses and the creditor position.

13. Help assess the level of the creditors ledger and liability of debts to suppliers, to make decisions on debts to be written down or provided for.

14. Work with budget holders and colleagues across The DEALT to develop and implement policies and processes to achieve prompt payments of money owed and reduce creditor days to within terms and liabilities as a whole.

15. Generate supplier statements on request and answer queries from suppliers/internal colleagues in relation to these.

**Other**

16. Assess and manage problems and risks to The DEALT in own area of work and for the Centre Services Hub and where relevant across the organisation.

17. Ensure that the work of the department is appropriately informed by the views and experience of people with lived experience of educational concerns.

18. Undertake other duties that may from time to time be necessary, that are compatible with the nature and grade of this post.

**Expectations**

The post holder is expected to:

1. Attend and contribute to supervision and appraisal process, meetings, training, and other events as required.

2. Ensure that all responsibilities and activities within this post are consistent with the terms and spirit of The DEALT’s policies.

3. Comply at all times with legal and industry guidelines (as directed), such as the Education and Skills Funding Agency (ESFA), Data Protection Act (GDPR), Fundraising Regulator (FR), Institute of Fundraising (IoF) codes of practice, data management, Gift Aid and all other requirements of an active fundraising multi academy.

4. Provide cover for colleagues.

5. Maintain relevant systems and processes, for example the Access system, internal reporting (e.g. financial transaction listing/analysis, KPIs).

6. Keep abreast of internal and external developments and inform CFO accordingly.

7. Travel to meetings in England and Wales, which may require the need to work unsociable hours e.g. attending evening or weekend meetings or for overnight stay.

8. Undertake other duties that may be necessary and compatible with the nature of this post and this will require flexibility in undertaking the role.

9.Maintain an appropriate level of confidentiality at all times.

10. Meet all agreed internal and external deadlines of The DEALT, either through good working practice and planning or by direct communication of requirements from CFO.

**Person Specification:**

**Essential criteria**

**Experience**

1. Substantial experience of processing purchase ledger invoices and expense on to a computerised finance system.

2. Some experience of purchase control and sending statements to suppliers / colleagues.

3. Substantial experience of maintaining supplier records on a computerised finance system including records of bank accounts.

4. Experience of working in a team environment.

5. Experience of processing cash, cheques and BACS and maintaining appropriate records.

6. Experience of working with reconciliations of creditor and bank accounts as may be necessary.

**Skills**

1. Excellent verbal and written communication skills enabling you to work with colleagues at all levels across The DEALT and explain financial issues to colleagues and external contacts with a non-finance background.

2. Excellent negotiation and inter-personal skills and a suitable telephone manner to talk to stakeholders both internal and external.

3. Good IT skills including the use of Microsoft Excel, Word and Outlook.

4. Excellent skills of using finance software and associated reporting tools.

5. Excellent self-management skills to work independently and as part of a team, using own initiative and being flexible and adaptable.

6. Flexible and supportive approach to team working.

7. Proactive approach and willingness to develop and document financial systems, processes and procedures.

8. Excellent analytical and problem-solving skills.

9. Ability to work on routine tasks with minimum supervision and communicate any problems as and when they arise.

10. Experience of planning and managing your workload and being able to prioritise work to meet deadlines in a calm and professional manner.

11.Experience of reporting progress against targets in an effective and constructive way.

12.Excellent interpersonal skills to work with colleagues at all levels.

**Knowledge**

1. Knowledge of double entry bookkeeping methodology.

2. Knowledge and understanding of The DEALT’s mission, vision, values and ambition and what this means in relation to this post and the ability to incorporate this into all aspects of work.

3. Knowledge and understanding of equality and diversity and what this means in relation to this post and the ability to incorporate this into all aspects of work.

**Other**

1. Willingness to travel to DEALT sites.

2. Ability to maintain confidentiality.

3. Willingness to work flexibly when necessary to meet the requirements of the role.

4. Commitment to your own continuing professional and personal development.