



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description	
Job Title	Purchase Ledger Controller
Responsible to	Financial Operations Manager
Department	Finance
Purpose of job and primary objectives	Responsibility for purchase ledger process
Duties	<ul style="list-style-type: none"> • Responsible for supplier relationships • Processing of purchase orders, invoices and preparation of information for payment runs • Responsibility for processing staff expenses, including preparation of payroll information for reimbursement • Analysis and reconciliation of credit card statements, management of supporting documentation, posting of expenses • Issue and reconciliation of Virtual Credit Cards • Identification of expenses and invoices to be recharged to pupils • Processing of ad hoc Bacs payments • Ensuring payments to Inland Revenue and Teachers Pensions, are made to specific deadlines • Responsible for ensuring agents' commissions invoices are appropriately processed and paid • Maintaining records of direct debit payments, allocating these on Sage and reconciling accounts • Preparation of monthly supplier statement reconciliations • Maintenance of supplier information in Sage <p>Equal Opportunities</p> <ul style="list-style-type: none"> • Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Safeguarding</p> <ul style="list-style-type: none"> • Maintain and up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Health and Safety</p> <ul style="list-style-type: none"> • Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff.

	Professional Development <ul style="list-style-type: none"> Maintain and update your own knowledge and skills in line with legislation and the needs of the role. 	
Supervisory and managerial responsibilities	None	
Special working conditions	None	

Person Specification	Key Qualifications, Knowledge, Skills and Attitude	
Key Qualifications	Essential: <ul style="list-style-type: none"> AAT part qualified 	
Knowledge and experience required	Essential: <ul style="list-style-type: none"> Understanding of purchase ledger processes Understanding of the complexity of the College environment and business areas Desirable: <ul style="list-style-type: none"> Experience within an independent school environment 	
Skills required	Essential: <ul style="list-style-type: none"> Good level of computer literacy, including experience of an accounting package Good time management and ability to prioritise and work unsupervised Desirable: <ul style="list-style-type: none"> Sage and an automated PO system experience 	
Attitude and Personality	<ul style="list-style-type: none"> Professional manner in all internal and external communications 'Can do' attitude Great team work and collaborative style 	
Special working conditions	None	

This job description is a brief and concise description of the above job.

Date: March 2019

Prepared by: Gemma Rudrum – Finance Director

Approved by: Sheenagh Dose – Bursar

I confirm I have read and agree to work in accordance with the job description outlined above.

Name of employee.....

Signature of employee..... Date