

## The Northumberland Church of England Academy

### Job Description

**Post Title:** Purchase Ledger/Finance Clerk

**Grade:**

**Responsible to:** Finance Director

**Job Purpose: To work towards completing the following tasks**

Be responsible for undertaking administrative and financial processes within the school including being responsible for processing and checking all invoices, checking and reconciling statements and dealing with order queries.

<b>Resources</b>	Staff	None
	Finance	Handling and Accounting for Money and Related Resources, Ordering and Receiving Goods
	Physical	Office Equipment, Accuracy and Confidentiality of Databases
	Clients	Staff, learners and external contractors

**Duties and key result areas:**

Finance

1. Provide financial reports as required, using the finance system and/or spread sheets as necessary, e.g. income spread sheets, age creditors reports, petty cash, reconciliation reports, suggested bank payment reports, spend analysis reports, aged debtors report
2. Be responsible for the preparation of computerised orders, scrutinise, post and process all invoices
3. To produce monthly accruals spreadsheets, and post the accruals journal monthly ensuring all coding and net amounts are correct.
4. Check statements of accounts using the Finance System
5. To reconcile 'Grant' spending and provide evidence when requested.
6. Assist with and administer safe keeping of specified monies, e.g. charities, book fairs, school trips, sales, uniform
7. Be responsible for the banking of all school monies as required
8. Liaise with staff and suppliers to resolve any problems
9. Contribute to the development and maintenance of financial record/information systems
10. Produce and respond to correspondence
11. Post staff reimbursement forms and check authorisation, provide financial and administrative support to other staff
12. Place credit card orders on behalf of staff that do not have access to a credit card ensuring authorisation is in place.
13. Order staff uniform as requested for caretakers and Front of House staff and keep up to date records of entitlements
14. Follow financial and administrative procedures
15. Maintain manual and computerised records/management information systems
16. Work with budget holders in the selection and management of resources, to ensure best value.

17. Provide budget holders with reports on request
18. Undertake research and obtain information to inform decisions
19. Under the direction of the Finance Director take a role in procurement and assist with securing sponsorship/funding as required

#### Facilities

20. Track and analyse all invoices to the Facilities budget, code and process
21. To manage the FAC budget alongside invoices, to ensure costs are accurate and coded correctly within the accounts.
22. To create and prepare the FAC budget, including analysis, cross checking and purchasing research to ensure accuracy
23. To be responsible for the purchase and management of all FAC orders.
24. Work alongside FAC staff to manage purchasing spends, with the aim to lower and simplify purchasing.
25. Create a contract register to maintain all necessary maintenance work, and manage spending.
26. To contact and meet with (if necessary) FAC suppliers to get up to date contracts for all planned maintenance.
27. To negotiate planned maintenance contracts with suppliers in line with the budget to ensure costs and spending are kept to a minimum.

#### Responsibilities

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Such other responsibilities allocated which are appropriate to the grade of the post

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### Work Arrangements

Physical requirements:	
Transport requirements:	None
Working patterns:	Normal work patterns
Working conditions:	Normally indoors

## Person Specification

Post Title: Purchase Ledger/Finance Clerk		Ref:
Essential	Desirable	Assess by
<b>Knowledge and Qualifications</b>		
Very Good numeracy and literacy skills (A-C grade – GCSE)	Recognised qualifications in a relevant discipline would be desirable.	(a), (t)
<b>Experience</b>		
Experience of IT systems Advanced Excel skills and working knowledge of other Microsoft applications	Financial /Administrative experience gained within a school or educational setting	(a), (i)
<b>Skills and competencies</b>		
Effective use of ICT and other specialist equipment /resources Competent in analysis and interpretation of information. Ability to work as member of a team Ability to self evaluate learning needs and actively seek learning opportunities	Experience of Finance systems and/or other management information systems	(a), (i)
<b>Physical, mental and emotional demands</b>		
<b>Other</b>		
Willingness to participate in learning and development Commitment to the needs of the organisation and learners	Evidence of having undertaken learning outside of the work place	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits