

# The Northumberland Church of England Academy

## Job Description

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

**Grade:**

**Responsible to:** Finance Manager

**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. Matching invoices to purchase orders
2. Processing invoices in the finance system
3. Ensure invoices are coded and posted to the correct nominal and cost code
4. Request and reconcile monthly statements of accounts from suppliers to ensure all invoices are accounted for
5. To produce monthly accruals spreadsheets, ensuring all coding and net amounts are correct and pass it to the management accountant to post.
6. Responsible for the monthly reconciliation of aged creditors ledger and communicate to the management any balances over 30 days
7. In charge of managing the finance mail box, dealing with all incoming emails, including but not limited to invoices received, suppliers and any other queries.
8. Post staff reimbursement forms and check authorisation, provide financial and administrative support to other staff.
9. Follow financial and administrative procedures

10. Maintain manual and computerised records/management information systems
11. Place credit card orders on behalf of staff that do not have access to a credit card ensuring authorisation is in place.
12. Carry out any reasonable request by the Finance Manager.

**Responsibilities**

13. 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
14. Be aware of and support difference and ensure equal opportunities for all
15. Contribute to the overall ethos/work/aims of the school
16. Appreciate and support the role of other professionals
17. Attend and participate in relevant meetings as required
18. Participate in training and other learning activities and performance development as required
19. 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

<b>Post Title: Purchase Ledger/ Finance Clerk</b>		
<b>Person Specification:</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Experience of IT systems</li> <li>• Advanced Excel skills and working knowledge of other Microsoft applications</li> <li>• Financial /Administrative experience gained within a school or educational setting</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Skills &amp; Competencies:</b> <ul style="list-style-type: none"> <li>• Effective use of ICT and other specialist equipment /resources</li> <li>• Competent in analysis and interpretation of information.</li> <li>• Ability to work as member of a team</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Experience of Finance systems and/or other management information systems</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>• Very Good numeracy and literacy skills (A-C grade – GCSE)</li> <li>• Recognised qualifications in a relevant discipline would be desirable.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Physical, mental and emotional demands:</b> <ul style="list-style-type: none"> <li>• Commitment to helping provide a high quality service to children and families</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<b>Other:</b> <ul style="list-style-type: none"> <li>• Willingness to participate in training and development</li> <li>• Evidence of having undertaken learning outside of the workplace</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>