



Job Description - Purchase Ledger Clerk

Aim:	To provide a professional and timely accounting service in respect to all payments of invoices and expenses through the Purchase Ledger. To provide any other support to the Accounts Department, as required.
Reports to:	The Finance Officer and then to the Accountant
Hours:	37.5 hours a week.
Salary:	£22,500 p.a.
Holiday:	5 weeks p.a. plus bank holidays.

Key Areas of Responsibility

- Purchase Ledger:
 - Code and post of invoices onto the Purchase Ledger; check purchase orders.
 - Distribute invoices for approval and follow up return of invoices.
 - Pay invoices via BACs and cheque.
 - Reconcile suppliers' accounts to statements received.
 - Set up new supplier accounts and maintain existing account details.
 - Handle purchase ledger queries.
 - Assist with the management account preparation by extracting invoices for prepayments and fixed assets and helping to identify accruals.
- Raise manual payments as required.
- Issue petty cash and reconcile petty cash tin.
- Administer the payment of suppliers for the trading subsidiary Wycombe Abbey Services.
- Accept and bank cash for various School activities.
- Organise currency for overseas trips.
- Control and issue petty cash books to Housemistresses and Matrons.
- Provide supplementary support to all areas of the Bursary as required to ensure the smooth running of the office.

Person Specification

Specialist knowledge and experience

- Experience of working as a Purchase Ledger Clerk.
- Good working knowledge of Microsoft Excel and Word
- Ability to maintain strict confidentiality.

Attention to detail

- Ability to provide a high standard of administrative work.
- Ability to enter data accurately and efficiently

Team working

- Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction and positive support with team.

Using initiative

- Ability to work unsupervised and to take responsibility for own actions.
- A “starter/finisher”, able to be proactive in seeking solutions to enable conclusion of tasks.

Customer focus

- Able to build rapport easily, putting the customer first and to work hard to meet their needs.

Communication

- Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience.
- Pro-active in advising colleagues of the status of tasks and due key information.
- Excellent telephone manner

Organisation

- Ability to organise time effectively, prioritising workloads and meeting deadlines.

Flexibility

- Ability to successfully adapt to changing demands and conditions.

Resilience

- Ability to remain calm and self-controlled under pressure.

Special conditions

- The post is conditional to an enhanced DBS check.

Child Protection Statement:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Mutual Respect, Encouragement and Trust (MET) should be followed to enhance working relationships and to benefit the whole School community.