PURCHASE LEDGER AND ACCOUNTS ASSISTANT

Job Description

Job title: Purchase Ledger and Accounts Assistant
Department: Bursary
Reports to: Finance Manager
Working pattern: Full time, 35 hours a week
Contract: Permanent

Purpose of the role

The Purchase Ledger and Accounts Assistant’s main responsibility is for the processing and administration of payments to the College’s suppliers.

Key duties and responsibilities

Purchase Ledger

- Maintain the Purchase Ledger ensuring that all invoices entered onto the system are properly authorised and are input with the correct Nominal and Supplier coding.

- Download supplier invoices from websites where self-servicing arrangements are in place and make sure that all such invoices are accounted for.

- Enter invoices onto the Day Book for those Heads of Department set up to approve invoices in this way. Once invoices have been approved on the Day Book, ensure that they are transferred to Purchase Ledger for posting and payment in the normal way.

- Ensure that pdfs of all invoices posted to Purchase ledger are attached to each invoice record in the Mercury system.

- Pay the College’s suppliers according to agreed terms and conditions and carry out regular reconciliation of supplier statements.
Barclays.NET

- Process payments via Barclays.NET as requested by the Finance Manager.

- Once authorised and transmitted by the Finance Manager, ensure that supporting documentation and the Barclays.NET transmission report are saved to the appropriate month’s folder within Accounts Shared>BACS Transmissions and pass a hard copy to the Finance Manager.

Petty Cash

- Control reimbursements out of petty cash, ensuring all are properly documented and approved.

- Prepare a reconciliation and analysis of petty cash movements for the Finance Manager on a quarterly basis.

EPOS Interfaces/Tills

- Process the daily interface with the EPOS till system to ensure that meals and other purchases taken on credit are properly charged to students’ and other meal card holder’s accounts.

- Liaise with the Catering and Bar staff and the Porters to ensure that Z-reads are run at agreed times, particularly at the financial year end.

- Maintain the analyses for Cafeteria, Bar and Porters Lodge Cash Control Accounts.

- Reconcile the cash float in the safe with cash takings from the tills.

- Maintain the EPOS stock items and till layouts as requested by the Head of Catering, Bar Manager, Development Office staff and Head or Deputy Head Porter.

Other duties

- Analyse receipts via Blackbaud, Barclaycard and any other means in respect of online donations and payments for alumni events.

- Assist the Payroll and Accounts Officer in the analysis of donations coming into the Donations bank account.

- Assist the Payroll and Accounts Officer with the weekly Casual Payroll.

- Assist the Payroll and Accounts Officer with the maintaining of the cash receipts and payments books and bank reconciliations.

- Assist the Accommodation Officer in day to day tasks and provide cover as necessary.
• Provide advice and assistance to the Finance Manager and support to the other staff in the Bursary.

Requirements for the role

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>SKILLS</strong></td>
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<td>Good IT skills: Excel, Word, Outlook etc.</td>
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<td>Experience of accounting systems (Training will be provided if necessary)</td>
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<td>Ability to work to deadlines</td>
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<td>Attention to detail/accuracy</td>
<td>X</td>
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<td>Well-organised and able to manage a varied workload</td>
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<td><strong>EXPERIENCE</strong></td>
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<td>Previous experience in a similar accounts role</td>
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<td><strong>EDUCATION</strong></td>
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<td>Educated to A’level/GCSE standard or equivalent</td>
<td>X</td>
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<td><strong>PERSON SPECIFICATION</strong></td>
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<td>Well-presented, professional appearance</td>
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<td>Team player willing to help out when necessary</td>
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<td>Ability to communicate effectively with a wide variety of people</td>
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If you do not meet all the criteria, don’t be deterred from applying if you feel this role is for you. You may have other relevant skills and experience which would prove valuable in this role.

Where you fit in the structure: