



Haileybury

Job Description

Job Title: Purchase Ledger Clerk

Department: Finance

Responsible to: Finance Manager

Last reviewed: 15 September 2021

Job Outline:

The primary objective of this role is to provide a complete Purchase Ledger service for the School, including supplier liaison and purchase support to budget holders. The Purchase ledger clerk codes, checks, inputs and pays a high volume of invoices from a wide range of suppliers on a weekly and monthly payment cycle. Confidentiality, accuracy and the ability to work in a fast paced environment is a key to success in the role

Working Times

Full time

37.5 hours per week.

Core working time Monday to Friday 9.00am to 5.00pm with 30 minute unpaid lunch break

The nature of a 24hr a day, 7 days per week boarding school require staff to work flexibly and as the School is used by pupils at weekends, which are also the time most parents visit the School, there may be a requirement for the job holder to work early mornings, evenings and weekends.

It is expected that all duties will be completed effectively, efficiently, accurately and within allocated deadlines.

Duties:

- to provide a complete, efficient and accurate accounting service for the School's Purchase Ledger including the timely and accurate processing and preparation of the following:
 - coding all purchase invoices/credits
 - setting up new suppliers including security checks.
 - maintain the purchase invoice register of invoices awaiting approval
 - inputting purchase invoice/credits into the accounting software system
 - timely preparation, printing and processing of regular and exceptional purchase payments
 - ensure all paperwork submitted for payment complies with agreed procedures.
 - reconciliation, input and payment of the School's credit card account
 - processing and input of staff expense claims
 - maintaining purchase ledger filing systems
 - complete the month end procedure for the Purchase Ledger
 - Supplier statement reconciliations and resolution of any queries
 - Preparation of information for and support during annual audit
- to establish effective communication and co-operation with all internal stakeholders and external suppliers. This includes:
 - notification of any significant problems or variations from usual levels
 - attending and participating in departmental and other meetings, as required
 - maintaining regular contact with School suppliers

- to ensure that we take advantage of any discounts available and do not incur penalties for late payment
- to complete special projects and ad hoc requests, as required;
- to assist the Head of Finance and Finance Manager when necessary;

General Duties:

- to ensure that all work is supported with a transparent electronic audit trail i.e. supported by an appropriate filing system which contains clear and accurate working papers;
- to approach the role in a spirit of constant improvement and development in process and output
- to comply with School policy in respect of Data Protection – in particular with regard to the confidentiality of financial information.
- to assist in the smooth running of the Finance department, including supporting other members of the Finance team as and when required.

It should be noted that the above list of duties is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Qualifications and Competencies

- Experience in a similar role with high volume processing and tight deadlines (Required)
- Experience with an Industry standard accounting system including electronic PO to payment. (Required)
- Experience in online Bank payment processing (Required)
- Experience with Office and Email system (Required)
- Completed or studying for a qualification such as AAT (Desirable)

Child Protection at Haileybury

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.