



Job Description

Job Title: Purchase Ledger Clerk
Department: Finance
Responsible to: Purchase Ledger Clerk
Last reviewed: March 2023

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

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

Working Times

37.5 hours per week

Monday to Friday, 9.00am to 5.00pm with 30-minute unpaid lunch break

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

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- 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 Finance Management team 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.

Other Requirements

Safeguarding and Child Protection

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

1. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
2. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH),

PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

1. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

2. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

3. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Purchase Ledger Clerk Person Specification

	Essential	Desirable
Qualifications		
Completed or studying for a qualification such as AAT		✓
Good general level of education (to A level or equivalent)	✓	
Knowledge, Skills and Experience		
Experience in a similar role with high volume processing and tight deadlines	✓	
Experience with an Industry standard accounting system including electronic PO to payment	✓	
Experience in online Bank payment processing	✓	
Proficient in Microsoft / G Suite	✓	
Personal Attributes		
Ability to communicate effectively with people at all levels in an organisation	✓	
Accurate with strong attention to detail	✓	
Ability to work under pressure	✓	
Ability to work in a team and individually		
Ability to work unsupervised and use own initiative	✓	
Ability to maintain confidentiality with tact, diplomacy and discretion	✓	
Proactive and forward thinking	✓	
Willingness to work flexibly when required	✓	
Confident, enthusiastic and forward thinking	✓	