

## Job Description

###### Senior Finance Officer – Purchase Ledger

### Post: Senior Finance Officer

Grade: Scale 6

Section: Finance

Hours: 36 hours per week

Reporting to: Finance Manager

Base: Uxbridge (occasional travel to other sites may be required)

**MAIN SCOPE OF POST:**

Maintaining the integrity of the purchase ledger of the College, ensuring all accounts are reconciled appropriately to supplier statements, suppliers BACS payment runs and other payments are adhered to strict deadlines.

Supervising the Accounts Payable Officer and assisting them in the fulfilment of their duties.

**DUTIES**

1. To receive, register and scan supplier invoices into Aptos workflow for approval by relevant budget holders.
2. To ensure the correct workflow for Aptos users is set up and updated in a timely manner. To monitor the workflow, report any issues immediately and liaise with systems support if necessary.
3. To prepare and submit regular payment runs for purchase ledger within monthly deadlines.
4. To process and submit weekly bursary payments.
5. To process add-hoc payments on Barclays.net.
6. To process payments of student refunds in a timely manner.
7. To ensure that incentive payments are approved, accurately recorded and funds received by the college before releasing payment.
8. To ensure that income and expenditure is accurately recorded and matched for student residential trips, and ensuring appropriate paperwork is in place before releasing payment.
9. To reconcile all purchase ledger accounts to supplier statements and agree to ledger listing. Investigate any queries.
10. To maintain supplier base, reference check and record details of new supplier accounts.
11. To reconcile the purchase ledger to the nominal ledger on a monthly basis, taking appropriate corrective action where necessary.
12. To ensure all cash received by the College is banked weekly and recorded on the cashbook system, with receipts issued where appropriate. Discrepancies are investigated immediately.
13. To co-ordinate and arrange cash collection from all sites and ensure all monies are banked weekly.
14. To make arrangements with external cash collection company that banking at peak times is collected on a daily basis.
15. To process and record credit card transactions once appropriately authorised.
16. To deal with supplier email and telephone queries.
17. To provide Aptos training to the system users and resolve queries relating to supplier invoices and purchase orders.
18. Liaise with internal and external auditors and the College bankers as and when required.
19. To participate in enrolment duties during the enrolment campaign.
20. To assist the finance department in automating procedures where possible.
21. At all times to ensure compliance with the College’s financial regulations.

**GENERAL**

1. To participate in relevant training and staff development opportunities where appropriate.
2. To take an active part in the Appraisal and Mentoring processes.
3. To comply with all relevant Health and Safety Regulations and assist the College in the implementation of its own Health and Safety Policy.
4. To comply with and actively promote within the section the College’s Equal Opportunities and Safeguarding policies.
5. To carry out other duties as may be reasonably required.

**Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This**

**job description will be reviewed annually during the appraisal process and will be varied in light of the business needs of the College.**

## Person Specification

# Senior Finance Officer – Purchase Ledger

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|  | **Essential** | **Desirable** | **How assessed?\*** |
| Qualifications |  |  |  |
| * Good standard of general education (GCSE at minimum of Grade C or equivalent including Maths and English)
 | ✓ |  | AF/Cert |
| * Studying for AAT or CCAB
 |  | ✓ | AF/Cert |
| **Knowledge, Skills and Experience** |  |  |  |
| * Minimum of 3 years’ experience in Accounts Payable role
 | ✓ |  | AF/IV |
| * Experience of computerised accounting systems and automating procedures such as emailing purchase orders and remittance advices to suppliers
 | ✓ |  | AF/IV |
| * Good working knowledge of Microsoft Office packages including ability to use Excel to an Intermediate level
 | ✓ |  | AF/IV |
| * Good communication skills including the ability to resolve difficult situations with staff or suppliers efficiently and effectively
 | ✓ |  | AF/IV |
| * Good literacy and numeracy skills
 | ✓ |  | AF |
| * Experience of working on own initiative
 | ✓ |  | AF/IV |
| * Ability to work effectively as part of a team
 | ✓ |  | AF/IV |
| * Ability to work under pressure and to tight deadlines
 | ✓ |  | AF/IV |
| * Ability to prioritise workload effectively
 | ✓ |  | AF/IV |
| * Excellent attention to detail
 | ✓ |  | AF/IV |
| * Analytical and problem solving skills
 | ✓ |  | AF/IV |
| * Effective verbal and listening communication skills
 | ✓ |  | AF/IV |
| * Commitment to Equality and Diversity and Safeguarding
 | ✓ |  | IV |
| **Competencies***Support staff should be able to demonstrate competency in all of the following areas:*CommunicationPlanning and OrganisingWorking Together Customer ServicesAdaptability/Flexibility |  |  | AF/IV |

**\***Evidence of criteria will be established from:

AF = Application Form

Test = Verbal and Numerical Reasoning test

Cert = Certificates (Checked on induction)

IV = Interview