



Job Description

POST TITLE: **Finance Assistant - Purchase Ledger**

REPORTING TO: **Head of Finance**

MAIN PURPOSE OF THE POST:

To carry out a range of duties as designated by the Head of Financial Operations and be responsible for the University's Purchase Ledger and Purchase Ordering System in accordance with University financial procedures. The post holder will, at all times, comply with the Financial Regulations and Procedures, maintain a pro-active and diligent approach to fraud awareness and ensure that the confidentiality of information is maintained at all times.

MAIN TASKS:

1. To have ownership of the Purchase Ledger and take necessary action to resolve queries, chase outstanding approvals and ensure accuracy of data.
2. To be responsible for the accurate and timely processing of purchase invoices, including verification of VAT codes and values.
3. To investigate discrepancies with suppliers and budget holders and follow up queries on a timely basis escalating as required.
4. To check and verify all purchase orders issued and invoices received comply with the University Financial Procedures.
5. Monitor invoice approvals and be responsible for processing supplier payment runs accurately and confirming payment is within agreed terms.
6. To create and maintain supplier accounts on the Purchase Ledger, obtaining correct approvals before set up and retaining appropriate audit evidence for supplier changes.
7. Deliver finance inductions to staff at all levels in line with the University Financial Procedures, including training on the online budget and ordering system.
8. Have the ability to communicate financial information in an understandable way to non-finance users to resolve budget queries.
9. To monitor and verify the status of unmatched purchase orders and advise the Head of Financial Reporting and Financial Systems of outstanding commitments at period end.
10. To reconcile supplier statements on a timely basis following up on queries to ensure all invoices are received and entered in the correct period.
11. To produce month end Purchase Ledger Reports and reconcile to control accounts.

12. To be the main contact for suppliers' queries and action promptly.
13. To advise the Head of Financial Reporting and Financial Systems of potential prepayments and accruals.
14. To work with the Head of Financial Operations to maintain an approved supplier list.
15. To assist other members of the Finance Department and be prepared to answer queries as they occur.
16. To assist with other administrative duties within the University such as enrolment and reception if required.

Other

1. To comply with all relevant University policies and procedures.
2. In the context of University and personal development to carry out any other duties that are commensurate with the role and as instructed by your line manager.
3. To assist with other administrative duties within the University if required.
4. To adhere to the University's Health and Safety policies and procedures and to perform any University wide designated duties with regard to Health and Safety and the security of the University.
5. Participate in training and professional development associated with the role.
6. To actively support and engage with all aspects of the Sustainability Framework to assist in establishing the University as a sustainability leader.

Please ensure you have and can demonstrate the following in your application:

Criteria	Essential or Desirable	Methods of assessment
Qualifications		
Educated to a minimum of GCSE level including English and Mathematics at grade C or above.	Essential	Application form / Interview
Skills/Knowledge		
Excellent communication skills, both verbal and written.	Essential	Application form / Interview
Experience		
Substantial experience in a busy Accounts Payable position, posting invoices accurately, resolving queries and producing payment runs.	Essential	Application form / Interview
Demonstrate ability to deal with queries either by telephone or letter or on a person-to-person basis with suppliers, students and staff.	Essential	Application form / Interview
Demonstrable experience of basic accounting principles including ledger reconciliations, prepayments and accruals processes.	Essential	Application form / Interview
Demonstrable ability to work quickly and accurately on own initiative and within a team.	Essential	Application form / Interview

Working experience of accounting software packages.	Essential	Application form / Interview
High level of proficiency in using Microsoft Office applications - Excel and Word in a working environment.	Essential	Application form / Interview
Personal Qualities		
Proven ability to work under pressure.	Essential	Application form / Interview
Willingness to be flexible when the need arises.	Essential	Application form / Interview

This job description serves as a guide to duties and may be reviewed on an ongoing basis.