

JOB DESCRIPTION

Job Title: Purchase Ledger Administrator

Department: Bursary

Reports to: Finance Manager

Purpose of role:

To co-ordinate the purchase ledger function on a day to day basis, maintaining the College's Purchase Ledger and the Junior Bursar Admin Bank Account, ensuring that all payments are made in a timely manner and queries are resolved efficiently and appropriately.

Key accountabilities:

1. Manage the Supplier Accounts high volume email box on an on-going basis throughout each day, triaging all communications coming into the department such as invoices, expenses, statements, credit notes, outstanding balances and all queries from internal departments, Fellows, students, external organisations, bank and suppliers deciding on the priority of work, and allocating work to the Purchase Ledger Assistant such as invoices and credit notes to process.
2. Receive all invoices, credits, by email and through post, either from heads of departments or their administrative staff, sometimes already coded and can be processed, or if from external suppliers there is no budget code or authorisation and therefore will require investigation, looking at the invoice, purchase order or name or department on the invoice and then forward to the relevant person for authorisation.
3. Code and post accounting transactions to Purchase Ledger (Invoices, Credits, direct orders, standing orders BACS) and enter these into the Netsuite system involving careful and accurate checking and input, ensuring that they are correctly authorised and coded by the Head of Department, budget holder or other authorised person.
4. Prepare payment runs in a timely and accurate manner, create and process reports on the Netsuite system, and check the information against the invoices ready to process. To make urgent payments as requested by Heads of Departments.
5. Reconcile suppliers accounts to supplier statements, checking for outstanding invoices and credit notes. Investigate with the supplier to clear the statements.
6. Post and code all accounting transactions to the Cash Book including bank receipts from Supervisions, Accommodation, Alumni, Porters, Chapel and Music Office and allocate the cost or income. liaising with the Head of Department or nominated staff to query coding ready for approval by the Finance Manager or Director of Finance.
7. Reconcile the bank account on a weekly and monthly basis involving up to 100 transactions per week, including posting up to 20 journals per month, ensuring that all payments and receipts have been accurately posted to the system. If transactions are missing, investigations take place with the bank statements, other transactions which have taken place and reconcile with the cash book.
8. Receive cash from internal departments (eg collections in Chapel or payments for entry to Gardens (Open Gardens Day), record the cash received, take to the bank and reconcile the cash book.

9. Process expenses for all employees involving checking their expenses form, all receipts are attached and are authorised by head of department.
10. Set up accounts for new suppliers on the Netsuite system following the procedure, ensuring that all details are correct and communicating the supplier for specific details which must be accurately entered into the system.
11. Lead the on-going system improvements for the Purchase Ledger section, working with the system consultants, the Finance Manager and the Senior Accountant to streamline and constantly improve the purchase ledger processes.
12. On an annual basis, prepare for an co-operate with the Auditors Annual visit, involving preparation for Year End, journals, reports, reconciliation and liaising with Auditors, answering their various queries, providing evidence as needed.
13. Produce ad hoc financial reports for the Junior or Senior Bursar or other Departments for specific projects involving investigations involving financial transactions which have taken place, eg ensuring that costs have been allocated to correct budget codes.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of purchase ledger • Previous experience of NetSuite or other finance accounts software • Intermediate knowledge of Excel spreadsheets and Word • Experience of bank reconciliation • Experience of purchase ledger journals
Skills	<ul style="list-style-type: none"> • Accuracy and meticulous attention to detail • Flexibility to respond to daily changes which present themselves • Excellent planning skills and the ability to prioritise the workload in a busy office, in order to manage the numerous queries coming through daily • Excellent verbal and written communications skills to be able to request information, to deal tactfully with numerous queries and provide information to internal and external personnel • Positive and proactive approach to tasks • Positive relationship builder and ability to work well in a Team • Evidence of working in an environment requiring confidentiality and discretion
Qualifications	<ul style="list-style-type: none"> • AAT (minimum of Level 2)

EMPLOYMENT DETAILS

Rate of Pay:	Range of £30,000 - £32,500 per annum.
Hours:	36.25 per week.
Probationary Period:	6 months.
Holiday:	25 working days per annum plus 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply after successful completion of their probationary period, subject to certain limitations.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7. This is a free and confidential telephone and web based information and support service providing staff with access to professional consultants and counsellors.
Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of College punts at a subsidised rate.
Access to College:	The College is unable to provide parking on site. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. Many members of staff cycle to work and the College may be able to provide covered cycle parking.