

JOB DESCRIPTION

Job Title: Purchase Ledger Assistant

Department: Bursary

Reports to: Finance Manager

Purpose of role:

To ensure that timely and accurate payments are made to supplier, setting up accounts and resolving queries in a timely and professional manner.

Key accountabilities:

- To receive invoices, credit notes and expenses electronically by email, internal post from college departments and suppliers. Review codes, VAT, receipts and enter invoices, credit notes and expenses on to the accounting system ensuring that they are correctly authorised and coded by the relevant Head of Department or budget holder. Liaise with the relevant college departments and suppliers regarding any queries.
- To set up supplier and employee accounts and their bank accounts by accurately inputting banking data into the system, follow up on any queries, including obtaining missing data from Pay and Pensions, relevant college departments and suppliers. Ensure once the bank details have been set up, they are checked by the Purchase Ledger Administrator. Suppliers, obtain confirmation of bank account details (google supplier for phone number) by both phone and email and file in bank details folder. Employee, liaise with the Pay and Pensions department.
- To resolve supplier and employee queries involving checking supplier statements received by post, email and queries received by phone. Liaising with suppliers, college departments, checking accounts on the system and responding.
- To process monthly Catering charges, using the information on the catering invoices sent by the college Catering Finance department to complete the Monthly Catering Charges spreadsheet. Upload information into the system using a journal cvs file. Liaise with the college Catering Finance, College departments and Fellows regarding any queries. Track and monitored the Fellows spend each quarter using the Monthly Catering Charges spread sheet.
- To file invoices regularly, alphabetically in relevant folders. Archive, usually at the start of a new College Financial Year to maintain records under financial regulations.
- Supplier inbox, assist the Purchase Ledger Administrator when required to print supplier invoices, and respond to queries.
- Assist Purchase Ledger Administrator with the weekly BACS payment run by checking the invoices, credit note and expenses against the payment run reports from the system.

- To take cheques and cash to the Bank ensuring that all cash has been checked, paying in book has been completed.
- In absence of Purchase Ledger Administrator to monitor and respond to emails in the alias Supplier email box, respond to internal and external queries, print supplier invoices, expenses. Undertake the BACS Supplier and Employee weekly payment run. Ensure all invoices, expenses are processed for the weekly payment run. reconcile the Junior Bursar Bank Account.
- On annual basis, cooperate with the Auditors Annual visit, involving copy invoices, reviewing Purchase Ledger procedures. Preparation for Year End, journals, reconciliations and liaising with Auditors, answering their various queries, providing evidence as required.

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
Experience and knowledge	<ul style="list-style-type: none"> • Good general education. • Experience of working in an accounts environment, particularly in Purchase Ledger. • Experience of financial accounting software, preferably Oracle NetSuite. • Experience of working with Microsoft Office, with specifically good working knowledge of Excel.
Skills	<ul style="list-style-type: none"> • A thorough, methodical and logical approach. • Good interpersonal and communication skills. • Ability to work at speed with accuracy. • The ability to work as part of a team.

EMPLOYMENT DETAILS

Rate of Pay:	Range of £26,000 - £27,500 per annum.
Hours:	36.25 per week, Monday to Friday.
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.