

JOB DESCRIPTION

Job Title: Purchase Ledger Assistant

Department: Catering Department

Purpose of role:

This job holder will work with the Accounts Assistant and the Catering team to support the delivery of a professional and responsive Catering service.

Responsibilities:

- To receive invoices from suppliers electronically by email and by external post. Print emailed invoices out and enter all invoices on to the sage 200 system with correct catering stock codes.
- To ensure that statements are matched with invoices received and any queries are sorted out, by telephone, email with suppliers.
- To run reports for the Head of Catering & Steward monthly regarding payments due, with comparisons on previous years. Inform the accounts assistant when this has been completed and authorized so they can complete the payment run by BACs.
- To ensure that bank details on new suppliers are entered on the system.
- To file all invoices regularly and archive invoices following the financial year end.
- To run monthly stock sheets and enter on system, and supply information to the Bursary.
- To assist with general filing in the department.
- To perform other duties as requested by the Accounts Assistant and Head of Catering.

PERSON SPECIFICATION

Experience and knowledge

- Good general education.
- Experience of working in an accounts environment.
- Experience of working with Sage 200 & Microsoft Excel.

Skills and personal attributes

- 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

This is a full-time appointment.

Rate of Pay:	£22,429 per annum
Hours:	37.5 hours per week.
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.
Employee Assistance	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
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 who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. 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. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.