**JOB DESCRIPTION**

**Job Title: Purchase Ledger Assistant**

**Department: Bursary**

**Purpose of role:**

This job holder will work with the Purchase Ledger Administrator and the Bursary team to support the delivery of a professional and responsive Bursary service for the College.

**Responsibilities:**

* To receive invoices and invoice files, electronically by email and by internal post from College departments, and enter these invoices on to the accounting system ensuring that they are correctly authorised and coded by the relevant Head of Department or budget holder.
* To receive invoices from suppliers electronically by email and by external post. Print emailed invoices out and enter all invoices on to the system after ensuring that they are authorised and coded by the relevant Head of Department or budget holder.
* To make payments of invoices by way of cheque, bank transfers, BACS and international payment orders. Ensuring that the bank mandate authority is followed.
* To help set up BACS payment system on SAGE by inputting suppliers’ banking data into the system, follow up on any queries including obtaining missing data from suppliers.
* To send out remittance advices to suppliers.
* To file all invoices regularly and archive invoices following the financial year end.
* To open and sort the post for distribution.
* To deputise for the Purchase Ledger Administrator during any absence.
* To liaise with College departments and external suppliers regarding invoice queries.
* To perform other duties as requested by the Purchase Ledger Administrator, Director of Finance and Finance Manager.

**PERSON SPECIFICATION**

**Experience and knowledge**

* Good general education.
* Experience of working in an accounts environment.
* Experience of working with Microsoft Office.

**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 fixed term appointment (maternity cover) until 30 June 2022, The role is available for a fixed term period until 30 June 2022 or the return of the Bursary staff member, whichever is the earlier, in order to provide cover during the absence of the member of staff on maternity leave.

**Rate of Pay:** £22,429 per annum

**Hours:** 36.25 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.

Applications should be sent to jobvacancies@trin.cam.ac.uk to arrive no later than 10 September 2021 Interviews are expected to be held week commencing 20th September.