

## **Job Description**

**Job Title:** Finance Assistant (Purchase Ledger)

**Grade:** 3/4

**Location:** Sutton

### **General Purpose of Job:**

To carry out purchase ledger function and ensure expenses and credit cards are administered in an accurate and timely manner. To support the finance team ensuring that all purchase invoices are paid accurately and on time.

### **Functional Links**

The post holder will liaise with College and School staff, suppliers, local authorities and agencies and maintain the high standards of the Trust.

### **Reporting Relationships**

The Finance Assistant – Purchase Ledger will be expected to work under the direction of the Senior Financial Officer.

## **DUTIES AND RESPONSIBILITIES:-**

### Purchase Ledger

1. Register all invoices and send off to budget holders for authorisation
2. Ensure invoices are authorised, matched with delivery notes and official orders
3. Ensure correct posting of VAT on the finance system
4. Filing of invoices
5. Process payments by cheque run, BACS and CHAPS payments on a timely basis
6. Process Direct Debits and Standing Orders on finance system and excel
7. Dealing with supplier queries in a professional manner
8. Reconciliation of supplier statements
9. Produce and review of the aged creditors report on a monthly basis
10. Oversee the archiving processes for annual financial documentation
11. Ensure up to date supplier details are maintained on the finance system

12. Liaising with Centre Co-ordinators and Budget Holders to improve and maintain internal procedures for the purchase ledger function
13. Responsibility for the maintenance of allocated control accounts.
14. Carry out the commitments report
15. Ensure contract folder and database is up to date
16. Alert procurement team and produce a monthly report of contracts nearing their renewal
17. Ensure all value for money forms are complete.
18. Ensure all quotes are received in accordance with the finance Regulations.
19. Assist in administration of Oyster cards if required.
20. Assist in overseeing petty cash if required.
21. Assist in overseeing expenses if required.

#### Other duties

22. To work both as part of a team or under minimum supervision
23. Prioritise workload to achieve own and team goals
24. To support the petty cash function when required
25. To maintain information in a confidential manner
26. To maintain accurate accounting records in the performance of duties
27. To carry out journal transfers for services/goods provided to the College
28. To demonstrate a commitment to safeguarding children and vulnerable adults
29. To carry out all duties in accordance with OHCAT policies
30. To carry out other such similar duties that may be reasonably required.