

## THE TRAFFORD COLLEGE GROUP

### JOB DESCRIPTION

<b>Job Title:</b>	Purchase Ledger Officer
<b>Reports to:</b>	Financial Controller
<b>Responsible for:</b>	N/A
<b>Area:</b>	Finance
<b>Grade/Salary:</b>	Scale 4 £19,350 - £21,198 pa

#### Our Vision

'A Dynamic College that Inspires People'

That all our learners will secure employment and progress in their careers as a result of the knowledge, skills and the work ethic they have developed at the college. Businesses will recognise Trafford College Group as the leading provider of the workforce, meeting the needs of the Greater Manchester skills priorities and supporting the economic growth of the region.

#### Our Values

**Bold** - Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

**Ambitious** - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

**Respect** - Show respect for all those that we meet on our journey through life.

**Collaborate and Teamwork** - Collaborate through effective supportive teamwork.

**Professional** - Demonstrate a professional attitude at all times.

#### JOB PURPOSE:

To ensure that all supplier invoices are processed accurately and paid on time

#### KEY AREAS OF ACCOUNTABILITY:

- 1 Support both internal requisitioners and budget holders to facilitate the purchase of goods & services, whilst ensuring financial regs are adhered to.
- 2 Process high volumes of supplier invoices onto finance system.
- 3 Reconcile supplier statements.
- 4 Resolve supplier and internal purchase ledger enquiries.
- 5 Ensure prompt and accurate payment to suppliers by fortnightly bacs runs.
- 6 Assist with month end and year end processes (inc. audit)
- 7 Assist the Procurement Lead with procurement tasks and ad hoc projects

**Equality and Diversity:**

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to equal opportunity and diversity

**Health and Safety:**

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group's Health and Safety Policy and Procedures

**Safeguarding Children and Vulnerable Adults:**

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

**Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

## Person Specification - Purchase Ledger Officer

Attributes	Essential	Desirable
<b>Values and Behaviours</b>		
Be <b>bold</b> in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential	✓	
Be <b>ambitious</b> for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.	✓	
Show <b>respect</b> for all those that we meet on our journey through life	✓	
<b>Collaborate</b> through effective and supportive <b>teamwork</b>	✓	
Demonstrate a <b>professional</b> attitude at all times	✓	
<b>Qualifications</b>		
Literacy and numeracy skills at GCSE grade C or above or equivalent	✓	
<b>Experience, Knowledge and Skills</b>		
Experience of working in a customer orientated environment	✓	
Have a proven ability to take on new tasks willingly	✓	
Experience of having worked in a similar role	✓	
Be able to work under pressure, to deadlines and to maintain a high degree of accuracy	✓	
Be flexible and adaptable to change – including being able to work additional hours above contractual norm during busy periods	✓	
Have a keen eye for detail	✓	
Be committed to their own personal development and undertake relevant training and development	✓	
Be committed to equal opportunities, customer care and quality improvement	✓	
A commitment to safeguarding and promoting the welfare of children and vulnerable adults	✓	
Up to date working knowledge and general level of competence in the use of Microsoft packages including Outlook, explorer, word processing, spreadsheets, PowerPoint and databases.		✓
Possess effective oral and written communication and interpersonal skills, with the ability to relate to a wide range of client groups		✓