



JOB TITLE: Trust Purchase Ledger Clerk

LOCATION: St. Martin's House, St. Martin's School, Hanging Hill Lane, Hutton, Essex

REPORTS TO: Director of Finance

SCALE: 3 / 4, dependent on experience

HOURS: 37 hrs per week / 40 weeks
Full time or part time considered

JOB PURPOSE

The role is part of a high-performing Finance team which supports five schools across the Trust to ensure the smooth, efficient and compliant operation of their finance practices. The role involves working closely with both the core team and with local finance contacts in our schools.

- To provide assistance in the efficient and accurate administration of invoices.
- To support with promoting best practice and ensuring compliance with financial processes and procedures.
- To develop and maintain collaborative working relationships with the wider finance team across the Trust.
- To abide by the Trust's Financial Regulations and Academy Trust Handbook.

KEY CORPORATE ACCOUNTABILITIES

- To uphold a commitment to the Trust's Vision and Values (see our website).
- To maintain an awareness of, and a commitment to, the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination from taking place.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share in this commitment.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy, and all locally agreed safe methods of work.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager.

PRINCIPAL ACCOUNTABILITIES

- Process purchase invoices promptly and accurately, matching them to purchase orders and delivery notes.
- Code and input invoices onto the accounting system, ensuring correct allocation to the appropriate cost centres.
- Verifying the accuracy of the invoice before payment.
- Assist with supplier payments and preparing payment runs.
- Assisting with maintaining central supplier register and monitoring the spend against such suppliers.



- Communicate effectively with suppliers and stakeholders to resolve issues and maintain good relationships.
- Occasional visits to the schools in our Trust to provide support and develop collaborative working relationships.
- Provide support to the Trust central finance team with other administrative tasks such as filing, and general office duties.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

The Trust supports the continuous employee development and following a successful probation period, welcomes conversations around further role-relevant training and/or qualification.

Discovery Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood and that I accept, the above job description:

Date: Signature: (Post holder)

Date: Signature: (Line Manager)

Qualifications & Experience	Specific qualifications & experience	<p>Previous proven experience in a finance role or high-volume administrative role.</p> <p>Knowledge of purchase ledger processes, finance policies and procedures is ideal but not essential.</p> <p>Experience of school policy is welcomed but not essential.</p>
	Knowledge of relevant policies and procedures (preferred)	<p>Excellent working knowledge of current academy finance best practice.</p> <p>Excellent working knowledge of finance policies and procedures.</p> <p>Working knowledge of general school policies and procedures.</p>
	Literacy	Excellent reading and writing skills - at least English GCSE (A-C) level or equivalent.
	Numeracy	Excellent numeracy skills - at least Maths GCSE (A-C) level or equivalent.
	Technology	Proficiency in using accounting software and Microsoft Office application, particularly Excel. Appetite to learn new systems and take ownership of developing technical knowledge.
Communication	Verbal & Written	Excellent communication skills, both verbal and written, and the ability to liaise professionally with suppliers and colleagues.
Working with others	Working with partners	Establish collaborative working relationships with those working in the Trust and its schools.
	Relationships	Proven experience of establishing rapport and successful working relationships.
	Team work	<p>Ability to make a distinctive contribution to the work of a team and its success.</p> <p>Ability to work independently but to know when to ask for support.</p>
	Information	<p>Excellent analytical skills.</p> <p>Proven ability to provide timely and accurate information.</p>
Responsibilities	Organisational skills	<p>Excellent organisational skills.</p> <p>Ability to be proactive and prioritise work.</p> <p>Ability to work accurately with attention to detail.</p>
	Time Management	Proven ability to manage own time effectively with competing demands of the job role.
General	Equalities	Awareness of, and commitment to equality.
	Health & Safety	Basic understanding of Health & Safety.
	Child Protection	Commitment to understanding child protection and safeguarding procedures and to completing mandatory safeguarding training.
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality including GDPR.
	CPD	Ownership and commitment to continuous learning and development. It is accepted that some elements of training are specific to the education sector. The post holder will be committed to undertaking the required mandatory training to ensure they understand and comply with any obligations relating to safeguarding, Financial Regulations and data protection.