



KINGHAM HILL SCHOOL

Job Description

Job Title: Finance Assistant – Purchase Ledger

Reports to: Finance Bursar

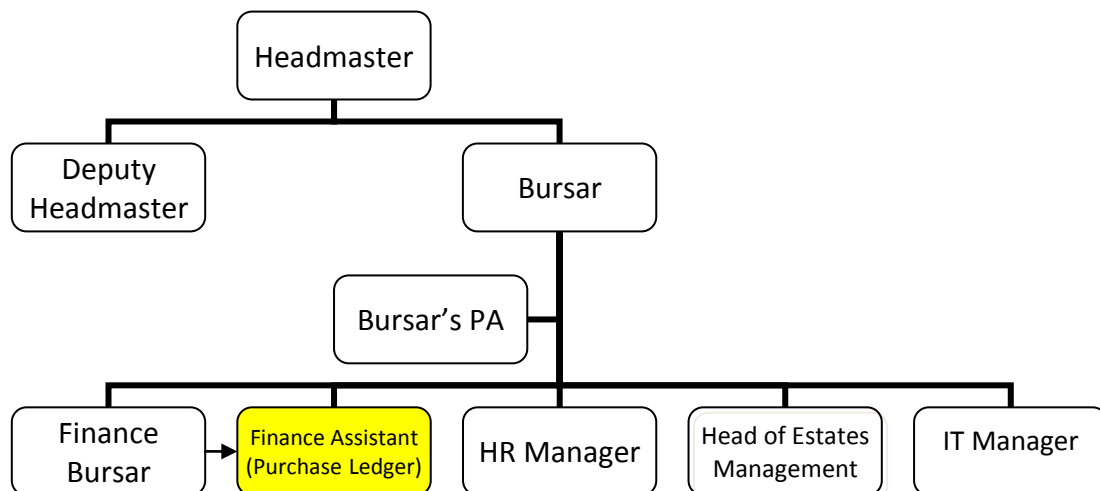
Location: Kingham Hill School

Date: February 2019

1. Purpose of job:

To assist in all aspects of the day to day accounts of the School. To carry out the purchase ledger function and, if required, run the payroll processes of the School as required by School's policies, procedures and statutory requirements and to work as part of a dedicated finance team under the direction of the Bursar.

2. Organisation chart:



3. Principal accountabilities:

A. Purchase Ledger:

- a. To be responsible for the input of supplier invoices to Sage purchase ledger.

- b. To register then distribute invoices to relevant staff in accordance with the authorisation process;
- c. To match invoices to purchase orders raised, in paper or via Purchase Order Processing (POP) system, querying as necessary and enforcing the purchasing procedure routinely and practically;
- d. To input invoices, cheque requests and expense claim forms promptly and accurately;
- e. To prepare and submit mid-monthly and monthly supplier payment runs by BACS and cheque, for authorisation and to effect timely payment;
- f. To produce and mail remittance advices to suppliers;
- g. To maintain associated Purchase Ledger/Cash Book entries in Sage and to carry out periodic reconciliations;
- h. To liaise with suppliers regarding queries and process credit applications;
- i. On a monthly basis to reconcile supplier statements to Sage purchase ledger, and investigate and resolve any anomalies;
- j. To liaise closely and effectively with staff regarding supplier queries;
- k. On a monthly basis produce an unauthorised invoices report and pursue relevant staff – reconcile the unauthorised invoices daily;
- l. Deal with staff queries during the opening hours of the Bursary.

B. Sales Ledger

- a. To input certain fee receipts from parents and other customers for the purposes of segregation of duties;
- b. To be sufficiently familiar with the sales ledger processes in order to provide absence cover as required for the Finance Bursar.

C. Cash Book

- a. To ensure that the School's cash book is maintained and that cash, cheques etc are deposited with the bank in a timely fashion;
- b. To be responsible for Sage 200 bank reconciliations, checking cash book entries to bank statements on a weekly basis.
- c. To be responsible for ensuring petty cash is sufficient, correctly recorded, documented and reconciled weekly.

D. General

- a. Post journal for catering recharge spreadsheet from internal issues spreadsheet;
- b. Maintain the capital expenditure invoice file;
- c. Produce oil consumption spreadsheets from the delivery notes and match invoices;
- d. Reconcile and distribute Barclaycard bills to card holders, chase and match POs;
- e. To maintain the relevant parts of the "Finance Procedure Manual" for the School accounting system;
- f. On a daily basis to open incoming post and circulate accordingly, and frank any outgoing mail on a shared basis with the Fees Assistant;
- g. To undertake filing and general office duties;
- h. To assist other Bursary staff with the payroll procedures, and possess the knowledge of the processes and systems required to run the monthly payroll, should this be necessary;
- i. To undertake any other duties that may be requested by the Bursar, the School's Auditors, the Governors or other members of the SMT.

4. Knowledge, experience, skills and personal attributes required for acceptable job performance:

- a. Relevant finance qualification and/or experience;
- b. Preferably a basic knowledge of payroll administration, PAYE, National Insurance and other statutory deductions, and pensions procedures;
- c. Familiarity with Sage accounting packages and confident use of Excel spreadsheets;
- d. Capacity to work without direct supervision, being a self starter, well organised and committed to meet acutely important deadlines;
- e. Ability to work within a small team, supporting local and diverse needs of management and staff;
- f. A good listener, showing natural empathy and discretion when necessary and firmness when required;
- g. Hard working with a good sense of humour, and enjoys working within an academic environment;
- h. Patience, accuracy and care for detail in work that can be sensitive and complex;
- i. To be fully supportive of the School's Christian ethos.

5. Requirements of the Nominee:

- a. The nominee is to be entitled to employment within the EU or will be, following a successful application;
- b. The nominee, if not already employed by the School, will be subject to an enhanced Disclosure & Barring Service check prior to their permanent employment being confirmed. This is a statutory child protection requirement;
- c. The nominee will be required, if not currently employed by the School, to provide original or certified copies of their professional qualifications and provide the details of one personal and two professional referees. Acceptable references must be received before any offer of employment is confirmed;
- d. The nominee, if not currently employed by the School, must offer a verifiable, detailed and unbroken history of education and employment;
- e. The nominee should be in good health and be willing to undergo a pre-employment medical examination by the School doctor if requested.

6. Remuneration Package:

- a. The salary will be dependent on skills, experience and qualifications;
- b. Hours of work are 37.5 per week full-time with 25 days' holiday plus bank holidays;
- c. The post holder will be entitled to join the School's Contributory Pension Scheme for non-teaching staff;
- d. The School provides free staff lunches in term time and out of term when on duty, subject to the School kitchens being in operation;
- e. Staff and their families are entitled to free use of the Leisure Centre at appropriate times;
- f. School fees are discounted for children of staff;
- g. Support staff are covered by a death-in-service scheme.

7. All staff are required to acknowledge:

All Kingham Hill School employees have a responsibility towards the safeguarding of our pupils' welfare regardless of their role at the School.

The post holder's responsibility will be to adhere to and ensure compliance with the School's Safeguarding Policy, and other related policies, for promoting and safeguarding the welfare of children and young people. If, in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Officer.

Agreed Job Description

_____ **Job Holder (Signature)**

_____ **For the School (Signature)**

_____ **Date**