Job Description

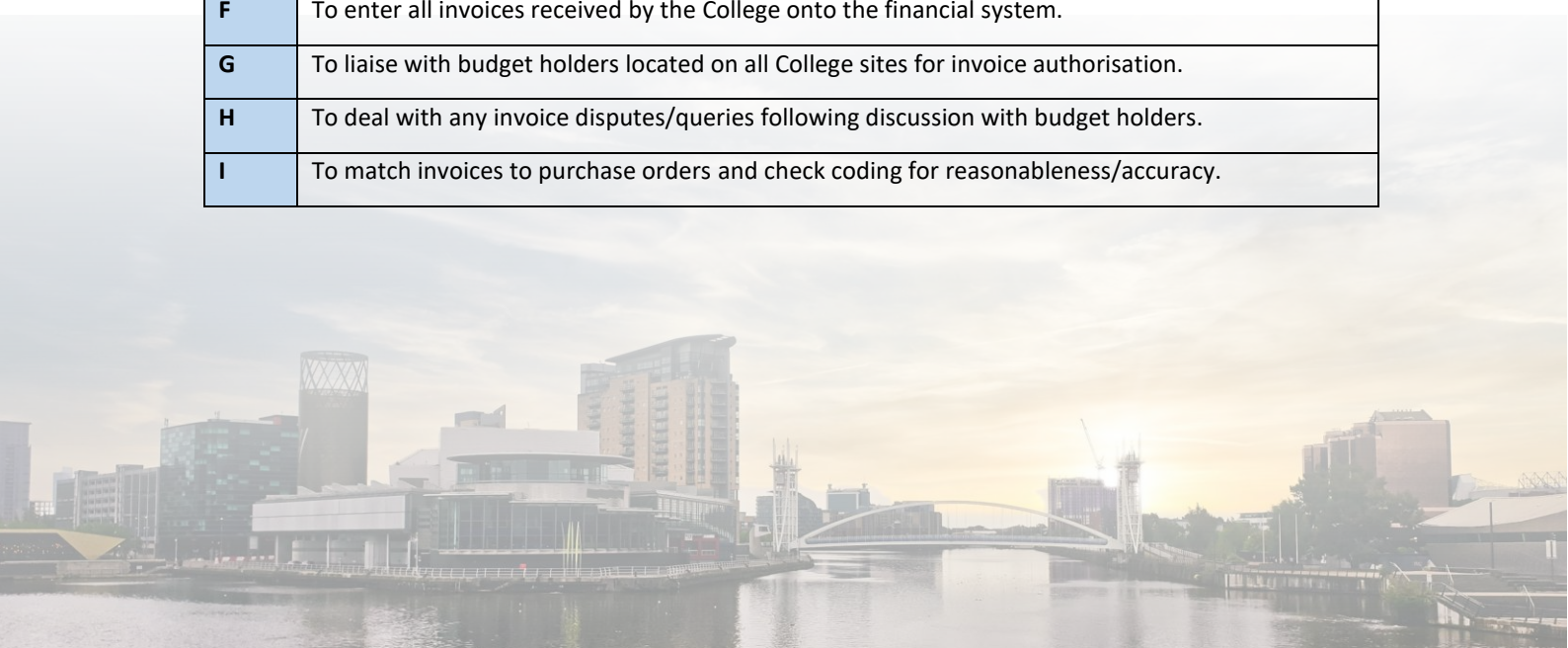
Post:	**Senior Finance Officer – Purchase Ledger**
Salary Grade:	**Band 6**
Responsible to:	**Financial Operations Manager**
Responsible for:	

Key Purpose

To provide a comprehensive and efficient purchase ledger service on behalf of the College, working as an integral member of the Finance Department.
To manage the recording and payment of expenditure by the College relating to goods and services, and proactively ensure that all liabilities are processed accurately and within the set time scale.
As Senior Finance Officer, provide support and mentoring to the Financial Operations team as required, undertaking supervisory responsibilities as appropriate to support the Financial Operations Manager.

Duties & Responsibilities

A	To participate in key College processes as required.
B	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
C	To work flexibly in the interests of the College as required.
D	To participate in appraisal and to undertake staff development activities as appropriate.
E	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.
F	To enter all invoices received by the College onto the financial system.
G	To liaise with budget holders located on all College sites for invoice authorisation.
H	To deal with any invoice disputes/queries following discussion with budget holders.
I	To match invoices to purchase orders and check coding for reasonableness/accuracy.



J	To convert approved requisitions to official orders and either submit to suppliers or order/pay online with the use of payment cards, in line with College procedures.
K	To proactively manage the unfulfilled purchase order list where no invoice has been received, liaising with colleagues to ensure goods/services are receipted and liaising with suppliers to obtain the invoices.
L	To facilitate the requisition process for College departments by providing advice and support where necessary.
M	To proactively manage the registered invoice list, including liaising with colleagues across the College for those items requiring a purchase order, receipting or approval.
N	To ensure the timely and accurate processing of purchase orders and invoices for specific areas of spend, e.g. agency.
O	To process automated Bacs runs and occasional one-off transactions.
P	To reconcile supplier statements, and obtain invoices to ensure timely processing.
Q	To run the purchase ledger month-end closure process, including reconciling to the general ledger and notifying the Financial Operations Manager of any issues.
R	To provide information on invoices received after month end ledger closure to the Finance Business Partnering Team, in order to support the production of accurate and timely management accounts.
S	To maintain the supplier database including adding new suppliers and changing details of existing suppliers in line with financial procedures.
T	To ensure that financial procedures and regulations with regard to authorisation and payment of invoices are adhered to.
U	To ensure that invoices are correctly filed and electronically scanned.
V	To monitor and review the aged creditors list and report any issues to the Finance Manager.
W	To report on the purchase ledger function's position on a weekly basis to the Financial Operations Manager.
X	To prepare purchase ledger-related journals as part of the month-end reporting process, and provide forecasts of expenditure from the purchase ledger.
Y	To prepare expenditure, cash and creditor analysis in respect of the purchase ledger for reporting purposes and/or audit requirements.
Z	To provide advice and training to internal colleagues on the procurement system (EBIS).



AA	To provide day-to-day support and mentoring to the Financial Operations team, undertaking supervisory responsibilities as appropriate to support the Financial Operations Manager.
AB	To be responsible for maintaining, archiving and destroying confidential data in accordance with the General Data Protection Regulations and College policies.
AC	To work flexibly across all sections of Financial Operations to ensure a comprehensive service is provided by the Finance Department, and to provide cover and support other members of the Finance Team as required in periods of absence or uneven workload.
AD	To carry out any other duties commensurate to the post as required.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.



SALFORD CITY COLLEGE GROUP

Person Specification

	Essential			Desirable		
Qualification	**1**	Educated to Level 2(e.g. GCSE or equivalent) in: • Literacy • Numeracy • IT	**Application / Certificate**	**A**	Qualified AAT Level 4 (or equivalent accounting qualification)	**Application / Certificate**
				B	Further qualification, NVQ or equivalent	**Application / Certificate**
Professional Development	**2**	Evidence of ongoing Professional Development	**Application / Interview**			
Experience	**3**	Experience of working within a finance setting or department	**Application / Interview**	**C**	Experience in the FE and/or HE sector	**Application / Interview**
	4	Experience of working within purchase ledger	**Application / Interview**	**D**	Supervisory experience	**Application / Interview**
	5	Operating a computerised purchase ledger and general/nominal ledger	**Application / Interview**			
	6	Dealing with members of staff, suppliers and the public	**Application / Interview**			
Knowledge	**7**	Good working knowledge of Microsoft Office applications	**Application / Interview**			
Skills / Qualities	**8**	Good Numeracy skills	**Application / Interview**			
	9	Good written and verbal communication skills	**Application / Interview**			
	10	Strong attention to detail	**Application / Interview**			

	11	Ability to work on own initiative	**Application / Interview**			
	12	Excellent organisational skills	**Application / Interview**			
	13	Strong interpersonal skills	**Application / Interview**			
	14	The ability to build good relations with students, staff and external stakeholders.	**Application / Interview**			
	15	Ability to keep calm in difficult situations	**Application / Interview**			
	16	Ability to work effectively and efficiently	**Application / Interview**			
	17	Flexible approach to work	**Application / Interview**			
Other	**18**	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	**Application / Interview**			
	19	Commitment to College policies i.e. Health & Safety, Equality, Diversity & Inclusion	**Application / Interview**			
	20	DBS Check acceptable to the college will be undertaken for successful applicant	**Application / Appointment**			

