



JOB DESCRIPTION	
JOB TITLE	Purchase Ledger Administrator
PAY/GRADE	Point 16 - £21,878 per annum
HOURS	37 per week, all year round (Temporary Contract)
REPORTS TO	Assistant Management Accountant / Team Leader
LOCATION	Peterborough College
JOB PURPOSE	
Ensure the accurate processing of all aspects of Purchase Ledger transactions at department level. Set up new supplier accounts, post purchase orders, reconciliation of supplier statement enabling all suppliers to be paid timely.	
DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> • The processing and organization of the Purchase Ledger including new supplier set up and posting of purchase ledger transactions • Scan all purchase invoices, accurately code where appropriate and attach to the accounts system • Accurate coding of VAT and designated cost types in line with current organizational / departmental structure • Liaise and support staff to complete new supplier forms and use the on-line purchase ledger • Monitor and Administer accounts payable email accounts • Reconcile supplier statements monthly and ensure ledgers are accurate • Process authorized payment requests • Monitor and respond to internal queries raised on the on-line system • Generate appropriate supplier payment run and upload authorized list to the online banking software • Monitor on-line system generated purchase orders • Liaise with suppliers over all aspects of account management including payment dates, supplier details and copy invoice requests • Monthly monitoring of the aged creditors balance with credit balances evaluated and corrected monthly (Direct Debits, Partners, etc.) • Monitor, compile and post all procurement card transactions on a monthly basis • Ensure that all financial transactions comply with the College's Financial Regulations, procurement policy, Financial Procedures • Work closely with the procurement department to ensure that requisitioners are sourcing goods and services from new suppliers in the correct way and look to work together to evolve processes that suit the needs of the College • Liaise directly with auditors within the above areas of responsibility and ensure regulations and procedures are updated when required • Provide support with general administration tasks within the department • Assist with College enrolment (to include financially specific duties) and other cross college events • The post holder will be expected to work flexibly across the various aspects of the Finance function when required to cover. 	



OTHER

- Deliver, promote and support good practice in relation to equality, diversity and inclusion, and compliance with the IEG policies and procedures
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.
- Participate in and make an appropriate contribution to the College's planning and review processes.
- Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group
- Promote and consistently exemplify behaviours in line with IEG Core Values
- Co-operate with, promote and maintain a safe and healthy working environment and responsibility for own health and safety
- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process
- Any other duties that are reasonable and commensurate with the level of the post as required and following consultation with the postholder.

TERMS AND CONDITIONS

Contract	IEG Business Support – Permanent Contract
Pension	Local Government Pension Scheme
Holiday	30 days per annum, plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 6 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday

APPLICATION PROCESS

Applicants should complete the College's online application form

<https://ieg.ac.uk/jobs/>

PERSON SPECIFICATION						
Purchase Ledger Administrator						
Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS						
Qualified to Level 3 qualification in a relevant subject (or equivalent)	E		✓			
Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications)	E		✓			
EXPERIENCE						
Recent experience of working with a finance role	E		✓	✓		
All aspects of Purchase Ledger / Payment management	E		✓	✓		
Communicating to all levels of individuals about processes	E		✓	✓		
Working with an FE environment (including contact with learners)		D	✓	✓		
Handling confidential information	E		✓	✓		
Reconciliation of supplier statements	E		✓	✓		
Experience of giving proactive, customer facing service	E		✓	✓		
Working successfully and influentially as part of a team	E		✓	✓		
Working in a busy office environment	E		✓	✓		
KNOWLEDGE						
Working knowledge of the educational specific software packages and environment	E		✓	✓		
Basic knowledge of VAT Rates	E		✓	✓		
Knowledge of Nominal Code functions	E			✓		
Understanding of audit requirements		D		✓		
Recording, referencing and storage of scanned information		D		✓		
KEY SKILLS						
Excellent oral and written communication skills and the ability to communicate effectively with internal and external contacts	E			✓		
Efficient and accurate data entry skills	E			✓		
Reconciliation, spreadsheet, data entry and analysis skills	E			✓		
Proactive and professional manner with a 'can-do' approach	E			✓		
Ability to work flexibly, prioritise tasks in accordance with importance vs urgency and to switch tasks at short notice	E			✓		
Excellent planning, organisation and administrative skills	E			✓		
Ability to work quickly and accurately under pressure, delivering to tight deadlines	E			✓		
Analytical and methodical approach to problem solving	E			✓		
Collaborative approach to cross departmental working and the ability to build, and maintain, strong working relationships at all levels; both internally and externally	E			✓		
Intermediate IT skills in MS Office applications (Word, Excel, PowerPoint, Outlook)	E			✓		
The ability to work well as part of a team and independently	E			✓		
Ability to deal with confidential and sensitive information with discretion; process data in accordance with data protection laws	E			✓		
OTHER						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		

Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		✓
Professional appearance and behaviour at all times	E			✓		✓
Good previous attendance record	E			✓		✓
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References