



WISE ACADEMIES

Job Description

JOB TITLE	Purchase Ledger Clerk
GRADE	SCP 3-4
RESPONSIBLE TO	Finance Director
MAIN PURPOSE OF THE JOB	To assist the Finance Director with the processing of invoices, inputting invoices into the Financial system, reconciliation of supplier statements and dealing with queries from suppliers and / or school Office Managers.
HOURS & CONDITIONS OF SERVICE:	18.5 hours per week (0.5 FTE), 52 weeks per year

Main Duties

- Upon receipt of supplier invoices, log documents into the Finance system on an accurate and timely basis
- For those invoices that relate to Purchase Orders, match invoices to POs and Goods Received Notes
- For standalone invoices, match to the annual approved SLA schedule
- Raise queries within the system for any invoices that do not match approved commitments (POs or SLA items)
- Liaise with Office Managers and suppliers with any queries that may arise
- Reconcile key supplier statements as and when received to ensure the Purchase Ledger is accurate
- Update the Energy consumption schedule with details from Utility invoices

Generic

- To assist in ensuring a high standard of customer service to users of the academies
- To carry out duties in accordance with full regard to the academies policies and procedures
- To promote and safeguard the welfare of children and young people they come into contact with
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To act in compliance with data protection principles in respecting the privacy of personal information held by the academies
- To adhere to WISE Academies code of conduct, child protection and all other policies
- To adhere to the academies health and safety policies and relevant legislation.

- All annual leave must be taken during school holidays with the exception of 5 days which may be taken during term time
- To undertake such other reasonable duties as may be required within WISE academies.

NOTE: This job description is not exhaustive and will be reviewed annually and may be subject to amendment or modification at any time.