# Job title: Purchase Ledger Senior

### Department: Finance, Procurement and Data Management

### Ref: VBSS21.23

1. **ABOUT THE ROLE**

Vision, West Nottinghamshire College has grown rapidly over the last three years; it is a dynamic learning organisation with turnover over £45 million. To complement our excellent Business Strategy and Finance Team, we are seeking to appoint a purchase ledger senior to work across the college and subsidiaries purchase ledger. The Finance team have been heavily involved in implementing a new electronic ordering system that has streamlined processes and this role will continue to contribute in taking the team forward into the next exciting phase of its development.

You will report directly to the Financial Services Manager. This is an exciting opportunity to join our Finance team, we strive to provide a responsive, friendly, efficient service and work closely with both internal and external clients.

 You will, already have experience of:

• Working within a Finance environment.

• Providing excellent customer service.

• Liaising with internal and external clients.

You will also have the drive, energy, passion and ambition to help us move forward successfully. In return, we can promise you a progressive and open environment in which to work, and if you are ready to help shape the future of our College and the learners we serve, then we have a challenge for you.

The role will require you to embed the college’s values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

### 2. The Post

* 1. **Main Duties and Responsibilities**

**The majority of your time will be spent on purchase ledger duties as below, however you will be required to assist in the other areas as listed under other duties. It should be noted that the tasks apply to the whole college group.**

Within this job description college group refers to all companies and organisations within West Nottinghamshire College group and any organisations the group agrees to provide purchase ledger services to.

**Purchase Ledger**

1. Manage the day to day running of the purchase ledger function ensuring targets are met, including allocating key tasks, planning around potential problems and avoiding issues where possible .
2. Ensure all invoice and credit notes have appropriate authorisation in line with the scheme of delegation and are accurately and timely processed in the purchase ledger.
3. Ensure that suppliers and staff expenses are paid in line with college terms or agreed terms as appropriate following college timetable and procedures, avoiding additional payment runs outside normal group cycle where possible.
4. Ensure supplier accounts are reconciled on a regular basis to ensure each supplier account is accurate. Making sure any issues and queries are addressed.
5. Ensure all purchase ledger team records are retained electronically for the required period so they can be accessed in a timely manner by only those who have the authority to do so.
6. Develop professional relationships with colleagues, external organisations and individuals to assist in the achievement of the goals and objectives of the purchase ledger, finance team and college.
7. Check for accounts in credit and send list to clerks to obtain refunds as necessary on a monthly basis.
8. Ensure month end purchase ledger processes are completed in line with month end timetable; including but not limited to closure of ledgers, reconciliation of ledgers and preparation of prepayments and accruals information.
9. Review and update procedures/processes and ensure the team are regularly updated. Completing refresher training as required. Completing procedures master log.
10. Work closely with members of the finance/procurement team and other departments to assist in the development of the systems in relation to the purchase ledger system.
11. To assist in the preparation of the Accounts Payables team procedures.
12. Complete procurement duties for West Nottinghamshire College Group ensuring all legal requirements are met and good practices and processes are used which have been agreed with internal audit.
13. Provide assistance to colleagues on the finance and procurement system, including if required utilising remote access.
14. To use the finance and procurement systems to set up new users as required.
15. To use the finance and procurement systems to add/amend supplier details as required in a timely manner.
16. To use the finance and procurement systems to check for accuracy and the posting of invoices/credit notes in a timely manner.
17. To be aware of HMRC rules relating to IR35/CEST and keep up to date with any new rules.

**People Management**

1. Effectively manage and motivate the purchase ledger team, including ensuring appraisal and performance management processes are carried out in a timely manner in line with college procedures and ethos.
2. Ensure the purchase ledger team are fully trained and comply with all relevant college policies and procedures.
3. Train college staff on financial/procurement processes and procedures to ensure they comply with financial regulations and to minimise the risk of loss, theft and inaccurate processing.
	1. **Other Duties**
4. To deputise for the Sales/Cashbook Senior, and Financial Services Manager as necessary.
5. Undertake Continuing Professional Development as agreed with your Line Manager.
6. Comply with college financial regulations.
7. To maintain confidentiality, understand data protection and ensure secure storage of sensitive information.
8. Work with the Financial Services Manager and Sales/Cashbook Senior to ensure compliance with GDPR regulations.
9. Assist with other tasks within the finance team as and when necessary.
10. You may be required to work additional hours at key points throughout the year, notably, but not limited year end.
11. Support the enrolment process as requested by Financial Services Manager or Head of Finance.
12. To undertake any other duties as may reasonably be required commensurate with the post.
	1. **Other Responsibilities**
13. To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
14. To comply with the college’s own safeguarding policy and practices and attend training as requested.
15. To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
16. To be conversant with and participate in activities and developments at college, regional and national levels which are relevant to the post.
17. To present and promote an appropriate public image in representing the college.

### 3. Skills, Qualities & Knowledge

|  | Essential | Desirable |
| --- | --- | --- |
| Qualifications:  |  |  |
| Literacy to at least level 2 or willing to work towards within 6 months | 🗸 |  |
| Numeracy to at least level 2 | 🗸 |  |
| A financial qualification to level 3 or above, e.g. AAT, ICM (or working towards) |  | 🗸 |
| Experience  |  |  |
| Evidenced experience of using Microsoft Office Packages specifically Word and Excel  | ✓ |  |
| Experience of working with finance packages | ✓ |  |
| Experience of working within purchase ledger function  | ✓ |  |
| Evidence experience of working in sales ledger/credit control |  | ✓ |
| Experience of working in a wider administrative post including some finance duties |  | ✓ |
| Experience of managing staff |  | ✓ |
| Experience of cash collection processes  |  | 🗸 |
| Skills /Knowledge |  |  |
| Ability to analyse and interpret information and situations in order to recommend ways forward | ✓ |  |
| Knowledge of Cash Management |  | ✓ |
| Ability to work independently, without close supervision, and as part of a team to achieve effective outcomes | ✓ |  |
| Ability to interpret broad instructions and act appropriately on them. | ✓ |  |
| Keyboard Skills | ✓ |  |
| Listening and questioning skills | ✓ |  |
| Provide constructive feedback | ✓ |  |
| Excellent communication skills | ✓ |  |
| Ability to build positive professional relationships | ✓ |  |
| Self-managing/reflective | ✓ |  |
| Ability to plan and prioritise | ✓ |  |
| Act as an effective professional ambassador of the College | ✓ |  |
| Handling conflict positively | ✓ |  |
| Qualities/Approach linked to college values  |  |  |
| Enthusiasm | ✓ |  |
| Forward thinking | ✓ |  |
| Creative | ✓ |  |
| Self confidence | ✓ |  |
| Commitment to learners | ✓ |  |
| Empathy | ✓ |  |
| Adaptable and flexible | ✓ |  |
| Open and responsive | ✓ |  |
| Ability to work to strict deadlines | ✓ |  |
| Ability to articulate clearly and objectively | ✓ |  |
| Dynamic | ✓ |  |
| Reliable | ✓ |  |

### 4. Position within the College

The post-holder will be part of the Finance Team and will report directly to the Financial Services Manager.

### 5. Terms & Conditions

1. The post is offered on a Vision Business Support Services Contract.
2. The salary will be Support Band 4 £19,580 per annum, pro-rata for part time hours.
3. You will be entitled to 25 days leave, plus bank holidays. Up to 5 days leave can be directed for efficiency closure.
4. You will be required to work part time 30 hours per week, individual times/day to be agreed with your Manager. College core hours are between the hours of 8:30 a.m. to 5:00 p.m. Monday to Thursday and 8:30 a.m. to 4:30 p.m. on Friday.
5. You may be required to work outside of the above hours during enrolment and other peak periods.
6. Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
7. The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

### 6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Monday 3rd May 2021**

**Please note interviews for this position will be held on Wednesday 12th May 2021.**

To apply for this position, please visit [**www.wnc.ac.uk/vacancies**](http://www.wnc.ac.uk/vacancies)

### THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY

**The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check.  The successful candidate will be required to pay for the DBS check themselves, the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.**

**It is an offence for anyone who is barred from working with children, young people and or vulnerable adults to apply for this position.**