

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Purchase Ledger Administrative Assistant **Accountable to:** Expenditure Manager

Contract Length: Permanent **Hours per week 35 FTE: 1**

Salary: £26,928 - £30,777 per annum **Grade: 2**

Purpose of Job: To provide an effective and efficient administration service for both internal and external stakeholders on a timely basis. Processing support will be required on an ad-hoc basis

The requirements for the role of Purchase Ledger Administrative Assistant will be predominantly to manage our Accounts Payable inbox through Microsoft Outlook, and ensuring all queries are dealt with to a high standard. You will be required to provide assistance where necessary in the setting up of new suppliers, reconcile supplier statements against data held in ABW, process invoices and credit notes, as well as handle telephone and verbal enquiries received from internal and external stakeholders.

Duties and responsibilities:

- Provide a consistent and professional customer focused service to both internal and external stakeholders.
- Deal with/Direct all queries received in a timely way, dealing with challenging customers and suppliers calmly and courteously

A/P Mailbox

- To manage the A/P Mailbox and clear all emails on a daily basis.
- Ensure all invoices received are checked and sent to the correct capturing queue.
- Ensure all queries are sent to their intended recipients and are resolved efficiently and in a timely manner.
- Responsible for ensuring all cleared emails are filed in the relevant sub folders within the A/P Mailbox.

Version One (Document Management & Imaging)

- DbScanning, duties include sorting relevant invoices into college/departments sections, once sorted, the documents are ready for scanning. Scan and select profile, review for imagery, accept and send for capture to AP1 – 10, work groups.
- DbCapture, duties require processor to check scanned documents for correct captured data as follows, invoice date, invoice number, currency, NET, VAT, Gross values, bank details, duplicate invoice number. When the data is all correct, the processor will capture the data and send to their own task list within ABW or send directly to relevant departments using the facility “invoice re-coding”.

Supplier Set-up/Amendments

- Setting up New Suppliers accounts, changes to suppliers contact and bank details in line with University procedures, checking for duplication and ensuring that complete and accurate information is provided to procurement for processing.
- Responsibility for verification of bank sort code checks of all new supplier bank details and changes to existing suppliers bank details, online VAT checks, company registration number checks with the online Companies House facility
- Checking the Governors, Directors and Trustees list to determine whether the new supplier has any connection with the University’s Governors, Directors and Trustees, and entering onto the appropriate list if applicable.
- Ensure the daily financial operations are process in accordance with the University Standing Financial Orders, purchasing procedures, and any other statutory legislation such as VAT or IR35.

Supplier Statement Reconciliations

- Completing supplier statement reconciliations on a monthly basis to ensure that all invoices/ credit notes have been received and liaising with the supplier to investigate any discrepancies.
- Investigating credit balances on the purchase ledger and taking the appropriate action to clear the balances as necessary.

Other duties

- To provide a supportive customer oriented service to staff and students and work collaboratively with finance staff across the university.
- To perform such duties consistent with your position as may from time to time be assigned to you from anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Undertake continuous personal and professional development, through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- Make full use of all information and communication technologies in adherence with data protection policies to meet the requirement of the role and to promote organisational effectiveness.
- Work in accordance with the University's Equal Opportunities Policy and Staff Charter, promoting equality and diversity in your work.
- Conduct all financial matters associated with the role in accordance to the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships:

Budget holders, finance staff, staff in Colleges and Departments and external partners, suppliers etc; with whom regular contact is required.

Specific Management Responsibilities

Budgets: n/a

Staff: n/a

Other (e.g. accommodation; equipment):

HERA Ref No: 001798

Signed Kim Margetson
(Recruiting Manager)

Date of last review August 2022

Job Title: Purchase Ledger Admin Assistant

Grade: 2

PERSON SPECIFICATION	
<u>Specialist Knowledge/ Qualifications</u>	<ul style="list-style-type: none"> - Knowledge and experience of using Finance Systems - Agresso Business World (ABW), VersionOne (or other OCR data capture software), - VAT frameworks - Knowledge of carrying out supplier account reconciliations. - Good working knowledge of Microsoft packages, especially Excel and Outlook
<u>Relevant Experience</u>	<ul style="list-style-type: none"> - Pre-dominantly Accounts Payable experience, with an understanding of wider finance processes. - Ideally with an aim to kick-starting a career in Finance in a growing organisation
<u>Communication Skills</u>	Communicates effectively orally, in writing and/or using visual media
<u>Leadership and Management</u>	You will not be required to lead a team, however you will be required to manage and monitor your own work objectives.
<u>Planning and Managing Resources</u>	Plans, prioritises and organises work to achieve objectives on time
<u>Teamwork</u>	Works collaboratively in a team and where appropriate, across or with different professional groups
<u>Student Experience or Customer Service</u>	Provides a positive and responsive student or customer service
<u>Creativity, Innovation and Problem Solving</u>	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.