

JOB DESCRIPTION

JOB INFORMATION/			
JOB TITLE	Finance Officer – Purchase Ledger	SALARY	£25,878 (Spine Point 15)
RESPONSIBLE TO	Transactional Finance Manager	LOCATION	Hybrid working (Office base City of Oxford College, Oxpens Road)
DIRECT REPORTS		TEAM	Finance
LAST REVIEWED	June 2023	SIGNATURES (Employee and Line manager)	
JOB PURPOSE			
<p>Responsible for the running of the Activate Learning Education Trust (ALET) Purchase Ledger.</p> <p>Main responsibilities include the recording of purchase transactions within the finance system to ensure accurate costs are captured within the accounts and suppliers are paid within agreed payment terms.</p> <p>This role will be the first point of contact for stakeholders to help resolve all queries to ensure smooth running of business operations.</p>			
MAIN DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Setting up new suppliers on accounts software / maintaining supplier ID integrity • Match purchase invoices received to purchase orders, and follow up on missing purchase orders or where compliance with purchasing regulations has not been followed • Checking, coding and posting of invoices requiring no PO including utility and exam suppliers • Investigate and resolve queries relating to the non-payment of invoices • Responding swiftly to internal stakeholders with purchase ledger related queries they have, and regularly monitoring internal email inbox to make sure queries are dealt with timely • Prepare supplier payment runs in accordance with agreed timetables and process other payment requests as appropriate • Reviewing and reconciling supplier accounts to statements 			

GENERIC RESPONSIBILITIES

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan.
- To demonstrate professional behaviour and appearance at all times
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures.
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported.
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested.

QUALIFICATIONS & EXPERIENCE

- Experience working in a similar role
- Educated to GCSE level or equivalent including Maths & English
- Excellent IT skills, including spreadsheets

TECHNICAL COMPETENCIES /KNOWLEDGE/SKILLS

- Excellent Customer Service
- Strong teamwork ethos
- Drive and determination
- Seeks continuous improvement.
- Strong communication skills
- Highly organised, methodical, tenacious

BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES

- Ability to work with and identify improvements to financial information and administrative systems
- Ability to analyse, interpret and manage data, without close supervision
- Excellent customer service ethos – goes extra mile
- Ability to work effectively as part of a team
- Resilience and perseverance, self-regulation to see a task through to completion
- High level of attention to detail
- Seeks continuous improvement
- Creative approach to problem solving
- Ability to work independently



This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.