

Forward As One CE Multi Academy Trust

Sales & Purchase Ledger Clerk – Job Description

Job title: Sales & Purchase Ledger Clerk for the Forward As One CE MAT Central Team

Directorate: Forward As One CE Multi Academy Trust

Reporting to: Chief Finance and Operating Officer

Salary Scale: NJC07 (£24,294) - NJC11 (£25,979)

Hours per week: 37 hours per week

Type: Full time and all year round

Holidays: Start 23 days growing to 27 days plus bank holidays (September to August Holiday year)

Employers Pension Contributions: Local Government Pension Scheme

Location: Bolton

Purpose of the post:

To be a Sales and Purchase Ledger Clerk to the Central Trust team of Forward As One Church of England Multi Academy Trust and perform all necessary tasks requested by the Central Team. To undertake a full range of financial and administrative duties and to ensure the efficient and effective running of the Central Team office and Trust daily business.

Main duties & specific responsibilities:

- ✓ Daily, accurate and timely processing of sales and purchase invoices onto the ledger once approved.
- ✓ Liaise with all schools and responsible personnel to ensure that the purchase invoices are processed promptly.
- ✓ Ensuring that all invoices are addressed correctly and are VAT compliant and recorded accurately.
- ✓ Liaising with Suppliers to ensure that we receive the invoices as per the processing policy.
- ✓ Assist the central team with back up planning/workload deadlines.
- ✓ Liaise with the Management Accounts and CFOO regarding new suppliers and assist where necessary to ensure that the accounts are running smoothly.
- ✓ Regularly review ledgers to ensure that you are checking accurate supplier data.
- ✓ Proactively deal with reminders and statements to avoid further action being taken or late payment changes.
- ✓ Support with Finance workload across the Trust (training available)

**Forward as One Church of England
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- ✓ Be supportive role with the weekly BACS payments to suppliers if/when required
- ✓ Weekly reviews of the purchase order list

Who we are looking for:

- ✓ Experience in a purchase ledger finance role (desirable but not essential)
- ✓ Strong customer service skills and ability to professionally communicate with variety of suppliers / stakeholders
- ✓ Microsoft Word and Excel – Intermediate or above
- ✓ Sage 200 experience (desirable but not essential)
- ✓ Ability to take full ownership of role and ability to multi-task
- ✓ Strong team player with proactive and problem-solving attitude
- ✓ Excellent communication skills and able to successfully communicate with staff at all levels
- ✓ Excellent organisation skills and excellent attention to detail
- ✓ Excellent time management skills, ability to prioritise and meet strict deadlines
- ✓ Be able to work in a face paced environment

Support for the Trust Schools:

- ✓ Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, Keeping Children Safe in Education as well as general staff procedures
- ✓ Contribute and uphold to the Trusts ethos, vision and aims of - *#OneTeam #OneMission #OneFamily*
- ✓ Appreciate and support the role of other professionals
- ✓ Attend and contribute to relevant meetings as required
- ✓ Participate in training and other learning activities as required
- ✓ Oversee and manage the compliance of all Trust School websites
- ✓ Contribute to the organisation of Trust INSET days, Network meetings and training events

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PROFESSIONAL KNOWLEDGE, UNDERSTANDING & EXPERIENCE

	Essential or Desirable	Evidence
Experience of a finance role	E	A/I/R
Working in a Sales & Purchase Ledger Role	D	A/I/R
Strong customer service skills and ability to professionally communicate with variety of suppliers / stakeholders	E	A/I/R
Ability to take full ownership of role and ability to multi-task.	E	A/I/R
Strong team player with proactive and problem-solving attitude	E	A/I/R
Excellent communication skills and able to successfully communicate with staff at all levels.	E	A/I/R
Excellent organisation skills and excellent attention to detail	E	A/I/R
Excellent time management skills, ability to prioritise and meet strict deadlines	E	A/I/R
Sage 200 Experience	D	A/I/R
Experience of working in a school or a similar field	D	A/I/R
A good level of Education including passes in Maths and English GCSE (or equivalent) and excellent written and spoken English.	E	A/I/R
Evidence of further higher level of Education and/or professional development.	D	A/I/R
Completion of a finance qualification EG AAT	D	A/I/R
An understanding of the importance of effective documentation and record keeping	E	A/I/R
Excellent and up to date ICT and administration skills Experience in using Microsoft modules - Word, Excel, Powerpoint Experience using Office 365 emails and diaries	E	A/I/R
Experience of marketing to promote the vision and values of the Trust to all stakeholders Forward as One Church of England Multi Academy Trust	D	A/I/R

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PERSONAL SKILLS AND ATTRIBUTES

Applicants should be able to provide evidence that they have the necessary personal skills and attributes required by the post

	Essential or Desirable	Evidence
Professional and effective interpersonal skills and a commitment to developing good working relationships with all stakeholders	E	A/I/R
Be a positive role model and promote the Christian values of the Trust in all aspects of the role	E	A/I/R
Ability to prioritise time effectively and work under pressure to meet deadlines	E	A/I/R
Use of initiative to manage multi-organisational tasks effectively	E	A/I/R
Commitment, integrity and a high degree of confidentiality to the Trust	E	A/I/R
A demonstrable commitment to Child Protection and Safeguarding Children	E	A/I/R
Proven ability to work collaboratively as part of a team	E	A/I/R
Ability to work independently and manage own work load	E	A/I/R
Resilience and a pro-active outlook to all challenges	E	A/I/R
Patient, flexible and adaptable, meticulous and conscientious	E	A/I/R
Aspirational outlook	E	A/I/R

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