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# JOB DESCRIPTION

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**Job Title: Purchase Ledger Administrator**

## Reporting to Head of Finance

**Place of Work: Student Centre**

**Hours of Work: Full time**

**Grade: 3.11**

**Purpose of Role**

Working to the Head of Finance, you will have a key role in ensuring that the day-to-day functions of the Admin/Finance Department are maintained.

To process and maintain purchase ledger records and provide financial administrative support to Union finance, ensuring timely, quality financial information is provided and maintained in accordance with Union procedures.

Using a variety of software systems and processes to ensure that records kept are accurate and processed in a timely manner to allow correct financial information reporting.

The postholder will work across both the Charity and Commercial arms of the Union to ensure strong financial management and compliance with all legal, regulatory and procedural requirements.

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**Key Tasks**

* Administration Duties: email & diary management.
* Communication Duties: between SUBU staff, University staff, external suppliers, students and other external contacts.
* Organisational Duties: purchase ledger duties with strict deadlines, ensuring that these are completed in a timely manner to ensure information is available for financial reporting. Responsible for the Purchase ledgers across all Sage accounts, reconciling banking transactions, cash handling processes and PO reconciliation.
* Data Duties: maintain and manage various bank account records and supplier information, within Sage.
* Financial Duties: provide support to Line Management to ensure that data is current and up to date to allow cash flow management, reporting, forecasting, and funding in line with Union policy.
* Monitoring and Reviewing Duties: contribute to process improvement within span of control and suggest solutions to maintain an effective department.
* Compliance duties: ensuring that relevant reports and documentation is submitted to HMRC and available for auditing.
* Process Duties: Oversee timely and accurate processing of purchase ledger, banking transactions, reconciliation, payments, and reimbursements related to Accounting function, maintaining secure, up-to-date, and accurate documentation control.
* Engagement duties: overseeing the delivery of services to students by supporting the Union as a whole.
* Key Union Events Duties: when asked to assist with the organisation and administration of the larger Union events such as Fresher’s, Summer Ball

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**General for all staff**

* principle roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate
* assist with organisation and delivery of **major Union events** such as freshers, Summer Ball, Awards and Elections
* adopt and endorse the organisations Vision and Mission Statement and all supporting policies, across all aspects of the role.
* participate in training, meetings or conferences considered relevant to their job with agreed Personal Development plan
* carry out your duties with full regard to the rules policies and procedures and conditions of service contained in the staff handbook
* abide by the Organisation’s policies and procedures.
* adhere to all health and safety legislation.
* SUBU is committed to promoting, educating, and taking direct action on environmental sustainability. All SUBU employees are expected to integrate environmental sustainability values and action into their role where feasible.
* **To undertake any other task that is deemed reasonable within your skill set**

**Person Specification**

* Extensive experience in bookkeeping principles, computerised accounting systems (predominantly Sage Line 50).
* Competent in all Microsoft Office applications
* Time management skills with the ability to deliver multiple projects to set deadlines
* Ability to process large amounts of timely and accurate quality information
* Accuracy and thoroughness and a high attention to detail
* Strong organisational ability
* Can work calmly under pressure
* Methodical
* Trustworthy and Reliable
* Flexible to the needs of the department
* A willingness to learn additional accounting processes