



# St Edmund's College

University of Cambridge

<b>Job Title</b>	Purchase Ledger Administrator
<b>Department</b>	Finance Office
<b>Location</b>	St Edmund's College (owned or occupied buildings)
<b>Reporting to</b>	Management Accountant
<b>Length of Appointment</b>	Permanent
<b>Nature of Post</b>	Full-time 25 - 30 hours per week
<b>Salary Range</b>	Pro-rata Circa £31,000

## Main Purpose

The Purchase Ledger Administrator will be responsible for the Purchase Ledger and will support the work of the Management Accountant.

The role will be key to helping the College implement a new accounting system for accounts payable. The post holder will therefore be required to work closely with Budget Holders, Management Accountant and College Accountant. Full training will be given.

## Key duties and responsibilities

- Responsible for all aspects of running the Purchase Ledger. Inputting all approved invoices using correct supplier and nominal codes, including expenses and credit card payments.
- Responsible for Council Tax payments, liaising with the Accommodation Team to follow up on discrepancies.
- Reconcile suppliers' statements to the purchase ledger records.
- Prepare and process fortnightly supplier payment runs and other regular and ad hoc payments.
- Communicating with Budget Holders for approvals and other reporting, working with them to ensure that the new system is used to maximum benefit
- Assisting the Management Accountant or College Accountant with cost analysis and related data.
- Co-ordinating the collection of utilities meter readings by the maintenance team, ensuring invoices are correct.
- Maintain fixed asset registers and supporting documentation.
- Ensure that processes are documented.
- Providing cover for other members of staff within the Finance team, including preparing sales invoices.
- Collect and distribute small amounts of post.
- Work with colleagues to share best practice and ensure policies are adhered to.
- Ensure the upkeep of the College, report any problems as necessary and help to keep the College litter free.
- Suggest and implement new ways of working and ideas, being an advocate for Continuous Improvement.
- Adhere to Health and Safety policies and procedures.
- Complete ad hoc tasks as required.



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## **Personal specification**

### **Qualifications, Experience & Skills**

#### **Essential**

- Experience within finance administration or similar role
- GCSEs or equivalent.
- Knowledge and understanding of financial management systems and procedures.
- Good working knowledge of MS products (excel/word/outlook)
- Always understands and maintains confidentiality
- Works well within a small team, motivates and supports colleagues
- Works methodically and to a high degree of accuracy and numeracy
- Excellent communications skills, both oral and written
- Actively advocates and displays College values – open minded, integrity & inclusivity

#### **Desirable**

- Builds and maintains strong stakeholder relationships, able to adapt working style to work respectfully and co-operatively with a wide range of people from different backgrounds, and is politically and diplomatically aware
- Has a proactive approach, requiring minimum supervision
- Experience with University/College environment
- Experience with Purchase Order systems
- Experience with Purchase Ledger
- Experience with Sage Intacct or other Sage products