

 GREENWOOD ACADEMIES TRUST		JOB SPECIFICATION Purchase Ledger Assistant	
Reports To: Financial Accounting Manager			
Why	Job Summary Process of purchase, expense and financial transactions in line with financial regulations and guidance.		
What	Main Responsibilities <ul style="list-style-type: none">Processing of transactions in the accounting system, such as:<ul style="list-style-type: none">Purchase requisitions & purchase ordersGoods receipt notesSupplier InvoicesStaff expense claimsResolve invoice queries and supplier liaison.The organisation and processing payment runs.Provision of administrative support to the Finance Team.Adhere to the Trust's financial policies and proceduresPerform other related tasks to support the Finance Team as required.		
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)	
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.	
		Know how to recognise potential child abuse or neglect and follow safeguarding procedures.	
		Motivates others to take responsibility for their own health and safety.	
		Participate effectively as a member of a team, fostering positive relationships.	
		Efficient and methodical, monitors and attends to detail; checks for errors.	
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Undertake appropriate professional development to secure progress in your career.	
		Developing practice ensures effective professional contribution across the department.	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Developing supervision skills and provides informal leadership / direction.	
		Consults at the start and as appropriate throughout the activity and within the team.	
		Willing to accept responsibility for own activities and those of the team.	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Involved in setting tasks.	
		Makes short term (daily, weekly) considered plans.	
		Conscientious in adhering to deadlines and perseveres to achieve project tasks.	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding.	
		Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience.	
Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Reasons logically and focuses upon solving the problem. Building upon previous experience.		
	Initiates joint decision making within own team.		
	Knows how to report, record and pass on information.		
	Deals with 'task' problems within own team.		
Co nte	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.

		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
	Education, Qualifications and Experience (EQE)	Essential: Educated to GCSE standard or above in English and mathematics or equivalent. Experience must include experience in an accounts office, the use of Microsoft Office packages and knowledge of Purchase Orders and Purchase/Sales Ledgers. Desirable: Experience includes a basic knowledge of finance in a school environment, budget management and experience of order processing and delivery checking.	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.