



St David's College

— Est. 1965 —

St David's College is an independent boarding and day school near Llandudno. St David's College was founded on Christian principles and continues to promote them today. Many teachers live on site and the supportive residential community makes St David's College a very special place to live, learn and work.

St David's College is looking to recruit a Purchase Ledger Clerk to work as part of a busy finance team. We are a growing School and processing supplier invoices and ensuring suppliers are paid on time is a very important part of the finance function.

Job Description – Purchase Ledger Clerk

Responsible for: The purchase ledger function.

Responsible to: Finance Manager

Hours of work: 8.30am to 4.30pm Tuesday to Friday all year. 24 days holidays.

Salary: £19,200 per annum.

All members of the Staff agree to:

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

Responsibilities

- Ensure all purchase ledger invoices are correctly authorised;
- Processing all purchase ledger invoices;
- Setting up new supplier accounts;
- Complete credit application forms;
- Proactively resolve supplier queries in a timely manner;
- Arranging purchase ledger payments in a timely manner;
- Manage direct debit suppliers – ensuring that all payments are accurate;
- Weekly reconciliation of direct debit supplier payment accounts and payments;
- Process all bank direct payments;
- Supplier statement reconciliations;
- Petty Cash Administration;
- Group Travel Administration;
- Assist with reception as required;
- Provide general administrative support across the School and to cover absences;

- Undertake other such duties as the Finance Manager may reasonably require.

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The duties outlined in this job description are in addition to those specified in the Purchase Ledger Clerk's Contract of Employment. They are not meant to be exhaustive and it is expected that the role will be undertaken in a spirit of cooperation and a willingness to be flexible in order to meet the needs of the pupils and St David's College.

This job description may be modified by the Headmaster or Bursar, with your agreement, to reflect or anticipate significant changes in the job, commensurate with the salary and job title.

Person Specification

Essential Skills

- Excellent, proven administration and organisation skills in a purchase ledger role;
- Experience of delivering excellent customer service and demonstrating a "can do" attitude;
- Efficiency, accuracy and attention to detail;
- The ability to work with discretion at all times;
- An ability to work both independently and as part of a team;
- Excellent verbal and written communication skills;
- Strong IT skills including Outlook, Word and Excel to an intermediate level;
- Good time management with the ability to work under pressure and prioritise as necessary; • Willingness to learn, develop and improve.

Desirable Skills

Previous experience of working in the education sector.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check and satisfactory references.

Start Date: As soon as possible