

## **Bursary Assistant / Purchase Ledger Clerk**

### **Job Purpose**

- To support the busy finance team with the purchase ledger using ISAMS
- Monitor invoices and process for payment
- Administrative support to the Bursary department

### **Job Description**

- Opening and maintaining supplier accounts ensuring accuracy of records.
- Raising and processing orders.
- Investigating and answering supplier queries and processing any subsequent account amendments.
- Monitoring and reconciling supplier statements.
- Registering supplier invoices, gain authorisation and allocate the nominal codes.
- Recording the receipt of goods and services, checking accuracy against original order.
- Post authorised supplier invoices on purchase ledger.
- Processing purchase ledger payment reports.
- Dealing with enquiries from suppliers and developing good relationships with them.
- Dealing with all external accounts enquiries and referring as required to the Bursar or other colleagues as relevant.
- Liaising with staff members concerning ordering supplies for the School and dealing with any subsequent queries.
- Process staff expenses.
- Managing BACS payments.
- Monitoring department budgets and issuing regular budget reports.
- Petty Cash Management.

### **Additional duties**

- Fulfilling general administrative duties including filing, photocopying etc to contribute to the efficient smooth-running of the department.
- To perform any reasonable administrative tasks as assigned by the Bursar and Finance Manager.
- Becoming an integral member of the Bursary team; this will mean becoming familiar with other duties to be able to cover in absence or assist during particularly busy periods.

# Skills Required

## Essential:

- Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy.
- Self-starter – ability to prioritise workload and suggest and implement new/improved processes with the Finance Manager's approval.
- First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail.
- Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately and to work with minimal supervision.
- Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Outlook, TEAMS.
- Good Excel skills including standard formulae and functions.
- Excellent command of written and spoken English.

## Desirable:

- Experience of school MIS – preferably iSAMS.
- AAT qualified or equivalent experience.

# General Requirements

To have due regard for the safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Ballard School as outlined in the Safeguarding Policy. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to their Line Manager or the School's Designated Safeguarding Lead (DSL).

To be aware of employee responsibilities for Health and Safety of themselves and others in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils.

To adhere to fire evacuation procedure in the event of a fire and during a fire drill.

Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the School and participate in staff programmes for training, in particular, safeguarding and Health and Safety.

# Working Hours and Rate of Pay

Exact hours to be discussed and confirmed, however, we anticipate they would be approximately 20-30 hours per week, Monday to Friday, 52 weeks per year.

Salary £26,052 (FTE)

## Benefits:

- 10% employer pension contribution
- 30 days holiday plus bank holidays
- Free lunch and refreshments during term time when the kitchens are open
- Free on-site parking

To start: 2<sup>nd</sup> April 2024 or as soon as available after this date

# Applications

## How to apply:

Applicants are asked to complete a support staff application form, along with a letter of application and send it, addressed to the Bursar ([recruitment@ballardschool.co.uk](mailto:recruitment@ballardschool.co.uk)). Shortlisted applicants will be invited to the School for interviews.

Deadline: Monday, 18th March, 2024 at 9.00am

Interviews: w/c Monday, 18th March, 2024

The School retains the right to interview and appoint at any time during the application process.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the School will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

**Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.**

For further details and an application form, please visit: [www.ballardschool.co.uk/vacancies](http://www.ballardschool.co.uk/vacancies)

**Bursar**

**March 2024**