

BALCARRAS SCHOOL
JOB DESCRIPTION

JOB TITLE: Purchase Ledger/Finance Clerk

RESPONSIBLE TO: Finance Manager

RESPONSIBLE FOR: None

GRADE: NJC – Point 6-7

JOB PURPOSE: To provide assistance to the Finance Manager in maintaining the school's accounting system and ancillary financial records and to provide financial information to other staff and the Governors appropriate to their needs.

Main Duties	Description
Processing orders	Process each order placed by the authorised staff on the School's accounting system, submitting to suppliers.
Invoices	Code and check invoices against orders. Obtain approvals for payment. Post invoices on to the School's accounting system.
VAT	Check VAT payments on each invoice Prepare monthly VAT report Prepare and submit quarterly VAT returns for HMRC
Expenses	Code and check staff expenses Obtain approvals for payment Post expenses on to the School's accounting system
Payments	Prepare and submit payments to suppliers, staff (for expenses) or any other body, principally by BACS but also by cheque.
Reconciliation	Check and reconcile supplier statements with the Aged Creditor report. Reconcile the Aged Creditor report with the nominal ledger. Maintain and reconcile the cashbook and petty cash on a weekly basis. Check and reconcile the bank statements against the nominal ledger. Follow up any resulting queries and obtain approval of the Finance Manager for all above.
Payroll	Assist with the preparation of the monthly payroll.

Other	<p>Receive cash and cheques for various school activities and issue receipts to donors.</p> <p>Collect cash from the school payphones.</p> <p>Prepare bank paying-in slips for banking.</p> <p>At the end of each month allocate and post photocopying cost to departments on to the school's accounting system.</p> <p>Assist with the development of the school's accounting system.</p> <p>Ensure adherence to the school's approved purchase ledger process.</p> <p>Filing of invoices etc.</p> <p>Undertake various ad hoc jobs, which may be required by the Finance Manager such as investigation and analysis, photocopying and typing.</p>
Principal Contacts	All levels of teaching and teaching support staff, pupils, parents, Governors, contractors and external bodies.

This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

August 2019