



**BETHS GRAMMAR SCHOOL - JOB DESCRIPTION AND PERSON SPECIFICATION**

**PURCHASE LEDGER CLERK/FINANCE ASSISTANT**

**Salary:** Bexley Scale 6.1 £29,346

**Hours:** Ideally full time, 9.00am – 5.00pm, including school holidays

For the right candidate, we would consider term time plus two weeks (last two weeks of the summer holidays)

Flexible working will be considered during the school holidays

ACTIVITY	RESPONSIBILITY	NOTES
<b>LINE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Responsible to the Finance Manager</li> </ul>	
<b>FINANCE DUTIES</b>	<ul style="list-style-type: none"> <li>• Enter purchase orders onto accounting system</li> <li>• Book staff training courses and keep record of courses attended</li> <li>• Check purchase invoices against original order, match to delivery notes and pass to Budget Managers for authorisation of payment</li> <li>• Enter authorised invoices onto accounting system</li> <li>• Produce payment run reports; pass to Business Manager for authorisation; process payments</li> <li>• Process properly authorised orders together with payments for items that can only be purchased on line</li> <li>• Keep record of new purchases to be added to the asset register</li> <li>• Act as cashier for all school monies: cash, cheques and on-line payments, including petty cash</li> <li>• Operation of the School Fund Account: School trips/activities: record income and process payments in timely manner, reconcile each trip account to original budget Record school fund contributions Assist in preparation of School Fund Account for Year end</li> <li>• Perform Bank reconciliations</li> <li>• Assist in Year-end procedures for school Grant account</li> <li>• Keep manual accounting documents as necessary</li> <li>• Support teaching and departmental support staff in day to day financial matters</li> <li>• Monthly analysis of Cost Accounts</li> <li>• Reconciliation of Control Accounts</li> </ul>	
<b>OTHER DUTIES</b>	<ul style="list-style-type: none"> <li>• Maintain supply of office and reprographics stationery</li> <li>• Provide general administrative and office support as required by the Finance Manager, including cover for absent colleagues</li> </ul>	