

PURCHASE LEDGER ADMINISTRATOR – JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Purchase Ledger Administrator
Reports to:	Director of Finance
Department:	Finance/Bursary
Hours per week:	37.5 hours per week – all year
Duration of Contract:	Permanent

Key working relationships:

Bursar

Director of Finance

Finance Team

Suppliers

All Staff

Job Summary

To ensure all authorised costs of the College are processed and paid in a timely manner

Accounts

- Monitoring and managing the Purchase Ledger mailbox

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- Ensuring that all payments out of the College for non salary costs are authorised as per the procurement policy
- Process authorised invoices or expense claims by entering onto the accounts system
- Ensuring that invoices are paid as they fall due
- Reconciling supplier statements to the accounts system when received, and resolving differences
- Deal with any enquiries about payment of suppliers
- Management of on-line filing of paperwork to ensure there is a full audit trail and documents are easy to find
- Creation of new supplier accounts and updating them as necessary (once changes have been validated)
- Ordering items and updating records as required
- Answer telephone calls to the College when they are not picked up by the receptionist.
- Provide occasional cover for the reception when it is unmanned

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

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Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.