

BISHOP GROSSETESTE UNIVERSITY LINCOLN

JOB DESCRIPTION

Title of Post: Finance Assistant – Purchase Ledger

Grade: SPS Grade 3

Responsible to: Financial Accountant

Main Purpose of the Job

To deliver comprehensive administrative support within the finance department on behalf of the University. Processing of invoices, dealing with suppliers, resolving queries. Assist with student payments and queries relating to board and accommodation and tuition fees. Liaison with internal and external stakeholders covering varied aspects of finance provision.

Responsibilities:

1. Purchase ledger, processing invoices, dealing with queries, producing payment reports etc. to agreed deadlines.
2. Ensuring invoices are processed, and scanned onto the system in time for weekly payment runs.
3. Distribution of remittance advice documents
4. To process one off non-supplier payments for approval and ensure appropriate back-up documentation is received. This will include payment to students for placement expenses and materials.
5. Preparation of the University banking for collection on a monthly basis when required.
6. To assist with all aspects of student finances including registration and taking payments.
7. Monitoring the utilisation of credit cards, and ensuring these University credit cards are processed appropriately.
8. To raise requisitions, and manage purchase orders for Finance, and in support of other areas of the University where appropriate.
9. Reconciling supplier statements and dealing with supplier queries.
10. To ensure financial transactions are processed in accordance with the financial regulations of the University.
11. Reviewing and managing the clearance of old purchase orders

12. To provide additional support to the Finance Office where appropriate.
13. Monitor supplier accounts and ensure direct debit and credit notes are matched appropriately.
14. To liaise with internal and external auditors on all aspects of the role as appropriate.

General University Responsibilities:

15. To attend appropriate training and staff development sessions, and participate in an annual appraisal process.
16. To comply with the University's Health and Safety Policy, legislation and practice.
17. To maintain professional standards in relationships, including non-discriminatory practices.
18. To undertake any other duties as may reasonably be required, including assisting and supporting colleagues in their work, providing absence cover, and undertaking administrative duties appropriate to the role and departmental requirements.
19. The post-holder must operate within the guidelines, procedures and regulations of the University.
20. The post-holder must operate within the University's Financial Regulations, Diversity and Equality Policy and other relevant University policies.

PERSON SPECIFICATION

	Core	Supplementary
Education/ Qualifications and Special Training	Educated to GCSE standard or equivalent	Studying AAT or similar
Knowledge and Skills	Excellent IT skills (Word, Excel, Outlook)	Finance package experience
Experience	Experience of working in a customer service environment. Experience of working to deadlines	Experience of finance ledger processes Experience of working in Higher Education
Personal Attributes	Excellent customer focus with strong communication skills High levels of numeracy Accuracy and attention to detail Good organised skills, including the ability to effectively manage demands under pressure Self motivated	