

## **Job Description – SNMAT Purchase Ledger Clerk**

### **Role Purpose:**

To provide financial support for the Trust and its academies primarily through assisting with maintaining the purchase ledger and processing invoices.

### **Reporting to:**

Finance Manager

### **Working time:**

37 hours per week term time plus 2 weeks only

### **Salary Grade:**

Grade 3

### **Specific duties:**

#### Financial Administration

- To process orders and invoices for the central MAT on the financial management system;
- To process invoices for the academies in the Trust as invoicing across the Trust is centralised;
- To prepare payment runs on the financial management system and upload these to commercial banking online ready for authorisation;
- To assist with maintaining the purchase ledger for all the academies in SNMAT, ensuring that this is kept up to date including verifying bank details with suppliers;
- To assist with preparations for audit;
- To assist with supporting the academies using the financial management system and correct processing errors as appropriate;
- To assist with the completion of the month end processes and reconciliations where necessary;
- To assist the other members of the Central Team as required.

### **Supporting Information**

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

The job description will be reviewed annually to ensure that it relates to the role as being performed and to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

This job description is current at the date below but will be amended on an annual basis (or as the need arises) and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed \_\_\_\_\_ Post Holder                      Date \_\_\_\_\_

Signed \_\_\_\_\_ CEO                                      Date \_\_\_\_\_