

## **JOB DESCRIPTION**

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**TITLE:** Finance Officer -Purchase Ledger  
**PLACE OF WORK:** Federation of Jewish Services  
**DEPT:** Finance  
**RESPONSIBLE TO:** Finance Manager – Michele Godwin  
**ACCOUNTABLE TO:** Director of Finance – Dominic Irving  
**DATE** 10th July 2019

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### **JOB PURPOSE:**

Working as part of a team responsible for the accurate processing and payment of invoices on a timely basis. To deal with all aspects of the accounts payable function including validating, arranging approval and posting invoices, matching purchase orders, supplier statement reconciliations, query resolutions.

To assist in the development and implementation of policies and procedures designed to provide the best service to staff and residents.

To support the finance manager in their duty to produce timely and accurate monthly management accounts and reports.

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### **COMMITMENT TO OUR VALUES:**

To undertake tasks and provide support to both service users and colleagues in a manner consistent with the values of the organisation.

- Support people's right to privacy
- The respect of people's dignity
- The recognition of people's rights
- A zero tolerance of all forms of abuse
- Enable people to maintain the maximum possible level of independence, choice and control
- To treat all people as individuals
- To support people to freely express their needs and wants
- To demonstrate respect and integrity in all our work with people

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### **Main duties and responsibilities:**

- Purchase Ledger and Purchase Order Processing in Sage 200
- Receiving of all supplier invoices, giving each a sequential number and entering unapproved onto system.

- Sending out invoices to departments for approval & matching invoices to purchase orders
- Deciding on the coding of invoices from a detailed code list of cost centres and codes
- Checking costs V budgets whilst coding and working with budget holders to keep within budget constraints
- Considering whether invoices require accruals and prepayments and provide suitable information to the finance managers for the management accounts
- Separating capital expenditure invoices for fixed asset register
- Setting up new suppliers onto system
- Preparing suggested payment run for manager consideration
- Updating system for approved payments
- Matching invoices to payments
- Entering detailed narrative to describe invoices on system
- Supplier statement reconciliations
- Dealing with queries from suppliers
- Assisting budget holders to source suppliers and best prices
- Use of email, word and excel and develop Microsoft office skills
- Support the finance managers in their duties to produce timely and accurate management accounts and reports
- Order Stationery for all departments whilst considering budget spend
- Control of Petty Cash for small expenditure items
- Working as part of a team and assisting with cover for other members of the finance team as required by the managers

The above is not intended to be a comprehensive list of duties, you will be expected to perform other ad-hoc duties according to the demands on the service.

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### **Training and Development**

- Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
- To attend and participate in one to one sessions and an annual personal review.
- To attend and participate in staff meetings.

- To contribute to the learning of other staff.
- To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.

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### Health & Safety

- All employees are subject to the Health & Safety at Work Act.
- To take reasonable care for the Health & Safety of yourself and other persons who may be affected by your acts or omissions at work.
- To undertake duties and responsible in full accordance with the organisations Health & Safety policy and procedures.
- To co-operate with policies and procedures to enable the organisation and comply with its obligation under Health & Safety legislation.
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

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### General Responsibilities

- To work in accordance with the organisation's mission, vision, strategic plans and policies & procedures.
- To work in accordance with the General Social Care Council code of practice for social care workers and Care Quality Commission (CQC) regulations.
- To behave in a manner that reflects positively on the organisation at all times.
- To demonstrate commitment to the safeguarding and welfare of vulnerable adults and children.
- To promote equality of opportunity and anti-discriminatory practices.
- To assist in monitoring and maintaining quality standards across the organisation.
- To demonstrate an understanding and commitment to the principles of confidentiality.

**This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.**

Manager \_\_\_\_\_  
 Post Holder \_\_\_\_\_  
 (print name)