

## Purchase Ledger

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Company: Northumberland Church of England Academy Trust

Location: Ashington

Category: other-general

Job Title: Purchase Ledger

Location: Ashington, England

Salary: Band 4 £24,294 - £25,979

Job type: 12 months FTC, Full Time (37.5 hrs per week)

About Us:

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

The Role:

An opportunity has arisen within the Trust for a Purchase Ledger to join the busy finance department within NCEAT and support with the undertaking of all financial processes such as cash handling, maintenance of financial records and supporting with the creation and administration of the facilities budget.

Main Responsibilities:

- \* Provide financial reports as required, using the finance system and/or spread sheets as necessary, e.g. KPIs, income spread sheets, age creditors reports, petty cash, reconciliation reports, suggested bank payment reports, spend analysis reports
- \* Contribute to the development and maintenance of financial record/information systems
- \* Work with budget holders in the selection and management of resources, to ensure best value
- \* Request and reconcile monthly statements of accounts from suppliers to ensure all invoices are accounted for
- \* Ensure POs and invoices are coded and posted to the correct nominal

#### Benefits:

- \* Local Government Pension Scheme
- \* The Nest - Our nursery/childcare provision specifically for NCEAT staff
- \* Free Parking
- \* Enhanced maternity leave
- \* Cycle to Work Scheme
- \* Employee Assistance Programme - free 24/7 health and wellbeing support for all members of staff within the Trust
- \* 26 days annual leave, plus bank holidays (full time staff)

Please click on the APPLY button to send your CV and Cover Letter for this role.

Candidates with the relevant experience or job titles of: Accounts Administrator, Accounts Clerk, Finance Clerk, Finance Administrator, Finance Assistant, Finance Admin, Accounts Admin, Purchase Ledger Clerk, Accounts Clerk, Accounts Payable Assistant, Purchase Ledger Administrator and Purchase Ledger Assistant: may also be considered for this role.

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#### Cross References and Citations:

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