

Purchase Ledger and Accounts Officer

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post:	Purchase Ledger and Accounts Officer
Salary:	£12,180 per annum (actual part-time salary)
Contract:	3 month probationary period, followed by a permanent contract.
Reporting to:	Finance Manager
Working closely with:	Director of Finance and Operations, Finance team, Support Staff.
Hours:	22.5 hours per week over 3 days. Majority of hours to be within school hours (8.15-6.15pm). 52 week contract (not term-time only).

Purpose of Job:	<p>The purpose of this job is to work with the Finance Manager and the wider finance team to ensure that supplier and staff payments are accurate and made in a timely manner, and to support the Finance manager with other areas of general accounts including petty cash, accounts preparation and processing of pupil grant claim forms.</p> <p>This post holder will need to be able to work within a small finance team and will be responsible for the purchase ledger and the preparation of the school monthly payroll data and submitting it to the payroll bureau for processing, along with other accounts related duties.</p> <p>The successful candidate will work towards fulfilling the school's commitment to a high quality provision for students and will promote and embody the school's ethos: the Elmhurst Way.</p> <p>Based in a modern, purpose built, state of the art dance complex on the edge of Birmingham City centre, the new appointee will lead a large team to bring together school business services and foster a coordinated approach to this area of work. This post presents a unique opportunity to work with up to 200 of the most gifted and talented young dancers from the UK and beyond.</p>
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Main Duties and Responsibilities:

Accountabilities:

Payroll

- Prepare monthly payroll and expenses for approximately 100 employees ready for submission to outsourced payroll bureau. The payroll comprises both salaried and hourly paid personnel, to include:
 1. Liaison with HR Officer to process starters and leavers
 2. Complete monthly payroll amendments spreadsheet including pay changes, overtime, starters/leavers, hourly paid staff timesheets, pension adjustments, sickness pay, holiday pay and maternity/paternity/adoption pay.
 3. Ensure all amendments are appropriately authorised.
 4. Chase up missing timesheets.
 5. Checking accuracy and completeness of payroll reports generated by the payroll bureau.
 6. Responsibility for posting all deductions to Sage 200 including to HMRC, Childcare Voucher Scheme and pensions.
 7. Distribution of payslips.
 8. Complete payroll journal for input on Sage 200.

- Ensure National Living Wage increases are reflected in pay rates.
- Liaise with payroll bureau to resolve staff payroll queries.
- Provide information to payroll bureau as required for pension returns including Teachers' Pension Scheme returns
- Provide information to payroll bureau as required for pension auto-enrolment and re-enrolment purposes.
- Enrol new starters onto relevant pension schemes.
- Liaise with HMRC as required.
- Log and monitor holiday requests from non-term time only support staff.
- Attend relevant payroll CPD training.
- Supplying information for annual school census.

School accounts

- End to end management of the Sage 200 Purchase Ledger, including:
 1. Logging, coding and distributing purchase invoices for authorisation.
 2. Flagging up invoices from new suppliers, price increases and other unusual items.
 3. Setting up payment runs on the online banking system and via occasional cheques.
 4. Ensuring prompt payment of suppliers via regular payment runs.
 5. Setting up new supplier accounts on purchase ledger and verifying changes in supplier BACs details.
 6. Handling supplier disputes and queries regarding invoices and payments.
 7. Investigate debit balances and take action to eliminate them.
 8. Reconciliation of supplier statements.
 9. Filing of purchase invoices.

- Maintain the accounts of a small trading subsidiary, Elmhurst Enterprises Limited.
- Manage all aspects of petty cash and staff expense claims.
- Support the Finance Manager with accounts preparation work.

Student grant claims

- Support the Finance Manager to log and process pupil grant claims forms, including liaison with parents.

General

- Attend and participate in staff and working group meetings and training as appropriate.
- Adhere to and work within Elmhurst School practices and policies including those relating to Equal Opportunities.
- To promote the Elmhurst Way

In addition to the responsibilities outlined above, it is possible that there will be specific duties, tasks or responsibilities which may from time to time be required in line with school development priorities. The job description is non-contractual, which means that should the needs of the school change in the future, the Principal may require reasonable variations consistent with the job title.

PROFESSIONAL DEVELOPMENT

Elmhurst is committed to a continuing Staff Development Programme. Each year, all staff receive in-service training at the school and, for this purpose, they are required to take part in up to the equivalent of 5 days of INSET sessions which usually take place outside of students' term dates. Through the Performance Management and annual review meetings, staff are encouraged to attend relevant courses to enhance and update their professional skills.

Person Specification:

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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Good general education appropriate to the post. 	<ul style="list-style-type: none"> • Payroll qualification • Sage qualification • Other relevant Business or Finance qualifications 	Certificates
Stakeholder Focus	<ul style="list-style-type: none"> • Demonstrable understanding of Elmhurst as an organisation, school vision and needs. 		Application form Interview Professional References
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of managing end to end purchase ledger • Experience of uploading payments to bank • Experience of managing petty cash • Experience of preparing payroll • Experience of managing pension scheme administration. • Experience of using accounts software to manage and control finance, preferably using Sage. • I.T. literate including Microsoft office suite and internet. • Experience of working with a variety of different professionals to ensure a positive outcome and ensure best interests of employers' core purpose. • Evidence and experience of responding positively to change. • Experience of working with external services. • Evidence of project management. 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working in a charity/not-for-profit environment. • Experience of auto-enrolment / re-enrolment. • Experience of using Sage 200 accounts system • Experience of accounts preparation 	Application Form Interview Professional references
Skills	<ul style="list-style-type: none"> • Ability to quality assure work so that it is consistent and of a high standard. • High level of attention to detail. • Excellent ICT skills. • Evidence of clear focused communication & active listening skills. • Excellent command of English Language for writing emails, letters and other communications. • Analytical Skills: Ability to provide and analyse reports. • Pragmatic approach to problem solving. 		Application Form Interview Professional references

Personal competencies and qualities	<ul style="list-style-type: none"> • High level of personal integrity. • Dynamic, charismatic, energetic and self- motivating. • Highly organised. • Methodical and high level of attention to detail. • Well presented & personable. • Genuine enthusiasm and the ability to work well within a wider staff team. • Can-do attitude • Being proactive rather than reactive • Ability to use initiative: solutions focussed • Excellent interpersonal skills 	<ul style="list-style-type: none"> • Interest in Dance and/or the Performing Arts. 	Application Form Interview Professional references
Other	<ul style="list-style-type: none"> • Excellent attendance & punctuality records. • Flexible approach to the working day. • Clear, firmly held values. • An awareness, understanding and commitment to equal opportunities. • Ability to establish and develop positive relationships throughout the school. • Loyal and committed to the school. 	<ul style="list-style-type: none"> • Knowledge of Safeguarding and Child Protection. 	Application Form Interview Professional references

In common with all employees of the school, the post-holder will: Share the motivation to work with children and young people. Have the ability to form and maintain appropriate relationships and personal boundaries with children and young people.

EQUAL OPPORTUNITIES POLICY STATEMENT

Elmhurst School is striving to be an equal opportunities employer.

In line with the current legislation, as an employer of staff, we aim to ensure that all job applicants, staff and volunteers do not suffer unfair discrimination because of their race; colour; nationality; ethnic origin or religious belief; social class or caste; age; disability; sexual orientation; marital status; family situation; or gender.

We aim to ensure that all people with whom we work are valued for their contribution and are given the opportunity to realise their full potential within the organisation.

Elmhurst School believes that following a policy of equality of opportunity will benefit not only the individual but will also benefit and enrich the whole organisation.

DISCLOSURE & BARRING SCHEME

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Scheme as part of our pre-employment checks.

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The duties and responsibilities listed above are provisional. Further details may be supplied when the person is appointed. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.
