



SEDBERGH
SCHOOL
FOUNDED 1525

PURCHASE LEDGER CLERK JOB DESCRIPTION

Safeguarding of Children

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Every employee of the School has a responsibility to:

- **Protect children from abuse**
- **Be aware of the School's safeguarding procedures**
- **Know how to access and implement the required procedures**
- **Keep a sufficient record of any significant complaint, conversation or event**
- **Report any matters of concern to the Designated Safeguarding Lead**
- **Attend annual in-service training provided by the School**

Job Title: Purchase Ledger Clerk

Responsible to: Finance Manager

Main Purpose Job:

The Purchase Ledger Clerk will be responsible for the purchase ledger and expense process at Sedbergh School. This involves the recording and processing of invoices and expense claims.

Roles and Responsibilities:

- To maintain the Invoice/Purchase Order signatory list and issue periodic updates to budget holders.
- To ensure all invoices and expense claims are correctly calculated, approved in line with the procurement policy and coded accurately.
- Ensure expense claims comply with the expenses policy.
- Investigate and resolve purchase ledger queries as required.
- To reconcile supplier statements to supplier purchase ledger accounts.
- Processing supplier, ad-hoc and expense payments as and when required, confirming payments with a remittance advice.

- Ensure prompt filing of supplier invoices.
- To liaise with suppliers concerning invoice queries.
- To ensure supplier bank details are accurate and ensure appropriate checks are undertaken for new suppliers.
- Keep supplier details up to date with any changes.
- Liaise with credit card holders to ensure receipts are provided on a timely basis.
- Review the appropriateness of transactions and challenge transactions where required.
- Post credit card transactions once statements are reconciled.

Other Duties

- To undertake ad-hoc tasks as required from time to time to assist in the general running of the Bursary.
- To carry out the responsibilities of the post with due regard to the School's policies and to treat colleagues and other stakeholders with respect and dignity at all times.
- All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
- All staff should be aware of the school's health and safety policy and implement it as appropriate.

Health and Safety

The Purchase Ledger Officer must be fully conversant with the School's Health & Safety Policy and report any breaches of the policy to their Line Manager.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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