

Job Description

Job Title:	Purchase Ledger Clerk
Employer:	Dollar Academy
Job Summary:	The Purchase Ledger Clerk will be responsible for managing all aspects of the purchase ledger. The position is temporary and part-time, requiring approximately 21 hours per week, with the contract expected to last between 3-6 months, with the potential for extension.
Key Responsibilities and Duties	<ul style="list-style-type: none"> • Manage all purchase ledger duties including invoice processing, payment runs, and reconciling supplier statements. • Assist with the implementation of automation improvements within the current purchase ledger system • Provide coaching and support to colleagues on purchase ledger processes and the new system post-implementation. • Maintain accurate financial records and ensure compliance with company policies and procedures. • Liaise with suppliers and internal departments to resolve any invoice or payment queries. • Prepare and produce reports as required by the finance team. <p>Requirements:</p> <ul style="list-style-type: none"> • Proven experience as an Accounts Assistant or in a similar role with a focus on purchase ledger. • Strong understanding of accounting principles and purchase ledger processes. • Experience with accounting software and ERP systems. • Excellent organisational and time-management skills. • Strong communication skills, both written and verbal. • Ability to work independently and as part of a team. • High attention to detail and accuracy. • Proficiency in Microsoft Office, particularly Excel. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience working within an educational institution. • Previous involvement in systems implementation projects. <p>Miscellaneous:</p> <ul style="list-style-type: none"> • Participate in training and development as required • Responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy • Undertake any duties commensurate with grade