



Job Description

Job Title: Treasury Assistant- Purchase Ledger
Accountable to: College Accountant
Accountable for: N/A
Liaison with: Suppliers, Staff, Students, College Officers, Auditors.

Overview of the role

To be responsible for the purchase ledger, settlement of council tax liabilities and ad hoc nominal ledger work.

Main Duties and Responsibilities

- Initial entering of purchase invoices onto the ledger (Paper and e-invoices) for the College and its subsidiaries (currently UnivDevco Ltd- a design and build company)
- Coding and distribution of invoices to departmental heads for authorization via the Mercury Academic e-authorisation system
- Importing e-invoices from supplier systems eg EPSYS catering suppliers.
- Recording the return of authorised invoices.
- Reconciling ledger accounts with suppliers statements.
- Coding and distribution of monthly Barclaycard statements to departmental heads.
- Recording and processing of staff expense claims ensuring compliant with College policies.
- Performing the weekly BACS run and issue of remittances to suppliers.
- Filing paid invoices and reports.
- Dealing with telephone enquiries from suppliers.

- Raising ad hoc international payments within the HSBCnet online banking facility.
- Identifying and following up on rejected payment items.
- Answering queries from the statutory auditors including gathering invoices and authorization trails.

Council Tax

- Maintain the Treasury record of Occupancies for Council Tax purposes.
- Liaise with the City Council over billing and amendments to demands.
- Ensure the College minimises its liability to Council Tax.

Nominal Ledger

- Process journals in the nominal ledger related to multi-line invoices, bank items and errors.

Other duties

- Responsibility for stationery and equipment ordering for the Treasury
- To deputise for other members of staff during holidays and sickness and carry out other duties as directed by the College Accountant.

Person Specification

Essential:

Experience and knowledge

- A good general level of education.
- Strong IT skills, especially Microsoft Office (including, but not limited to, Word and Excel).
- Experience of computerised accounting packages

Skills and abilities

- Strong organisational and planning skills, with the ability to complete tasks within deadlines
- High level of accuracy and attention to detail.
- The ability to thrive and work well under pressure, prioritising and managing a varied workload whilst remaining aware of detail.
- A demonstrable sense of professionalism, tact, and discretion in handling confidential information.
- Excellent communication skills, both oral and written, with an ability to sensitively match communication styles to varying audiences.
- The ability to build and maintain productive relationships with others.
- The ability to work independently and report to superiors when necessary.
- Strong numeracy skills and the ability to handle financial data confidently.

Desirable:

Experience and knowledge

- Experience of Mercury Academic (Accurate Solutions) finance systems.
- Working knowledge of VAT & partial exemption schemes
- Experience of working for an educational or charitable institution.
- Understanding of GDPR and its compliance requirements.

