Job Description

Post: Purchase to Pay Assistant

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Manage enquiries / service requests received into the team in keeping with agreed service standards and ensuring appropriate approval / authority is gained in line with our trust's internal financial controls. This will include:
    - managing purchase requests, raising purchase orders using approved suppliers where possible and keeping stakeholders up to date on the progress of orders
    - undertaking the appropriate checks and audits on new supplier requests and adding these suppliers to our finance systems
    - undertaking statement reconciliates monthly and liaising with the relevant supplier to resolve queries
    - managing sales invoice requests, raising sales invoices and liaising with credit control as appropriate
    - preparing and posting daily banking o supporting the efficient management of the various finance mailboxes
    - monitoring outstanding purchase orders to ensure that goods / services are marked as received promptly
    - ensuring that any outstanding purchase orders no longer required / not fully exhausted are cleared down prior to the end of each financial year
    - responding to other requests appropriately, escalating to other members of our trust finance team as appropriate
- Work with stakeholders in our academies and business services teams to answer, and provide support with, a range of queries, including questions about invoices received, payments made, outstanding sales invoices and the purchasing process.
- Work to resolve or escalate queries if errors / discrepancies are discovered.
- Create and develop accounting spreadsheets and reports, as requested / appropriate.
- Provide additional support to other parts of our trust finance / business services team as required during periods of increased activity.
- Ensure paperwork and electronic documentation is saved and secured in line with our trust finance processes and data protection obligations.
- Escalate concerns and queries to an appropriate senior colleague as and when required.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our trust's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our trust calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the line manager.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.