



JOB DESCRIPTION

Job Title:	Purchase Ledger Officer	Job Number: (Official use ONLY)	DR0236v
Department / Service:	Finance	Main location: (i.e. where primarily based)	Council Offices, Farnborough Road, Farnborough GU14 7JU
Hours of Work:	Monday – Friday 10 - 1	Post Restrictions: (e.g. politically restricted and/or sensitive)	No
Grade & Salary Band: (where appropriate)	G3	Regulated Activity: (i.e. DBS check required)	No
Job Purpose: (i.e. Context & summary of why the role exists)	To ensure the PL and PO Systems operate to a high standard under the supervision of the Principal Accountant – Treasury and Transaction.		

Main Accountabilities/Responsibilities

1	To register and check invoices to ensure the correct amount is paid to the correct supplier on time
2	Enter and approve proforma payments including Faster payments
3	Deal effectively with telephone and email queries from our customers (both internal and external)
4	Sort and distribute incoming post, send out remittances and accompanying letters.
5	Raising orders for Financial Services and other services, as requested
6	Set up new suppliers on Integra
7	Assist with maintaining the list of authorised signatories
8	To carry out other such duties as may be appropriate, as directed by the Principal Accountant – Treasury and Transaction.

Other Responsibilities/Accountabilities

1	Actively promote and model the council's desired behaviours.
2	Take reasonable care of own health and safety, and that of other persons who may be affected by acts or omissions at work.
3	Safeguard and promote the welfare of children and vulnerable adults and ensure all staff understand and work within the Safeguarding policies of the council.
4	Undertake any other duties that are commensurate with the requirements of the post.

Staff Reports & Responsibilities

Reports		Title(s) or staff number	Grade	Level of mentoring, supervision and/or responsibilities
Responsible to		Principal Accountant – Treasury and Transaction.		
Responsible for		No direct Line Manager but responsible for the delivery of the work outline above.		

Budget responsibilities (if applicable)

Duties, Tasks & Activities	Budget (Provide details of the amounts involved and the extent to which these responsibilities are individual or shared with others)	Indicative frequency (i.e. how long)
Nil		

Income responsibilities (if applicable)

Duties, Tasks & Activities	Income level(s) (Provide details of the amounts involved and the extent to which these responsibilities are individual or shared with others)	Indicative frequency (i.e. how long)
Nil		

PERSON SPECIFICATION

Education, Training and Qualifications

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
GCSE (A-D grade) Maths and English	E	A, I

Experience

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
A good level of computer literacy with experience of Microsoft Office Application	E	A, I
Previous experience of working in an office environment	D	A, I
Experience of purchase ledger and purchase ordering systems	D	A, I

Knowledge

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Some knowledge of Local Authority and the services provided	D	I

Skills and Abilities

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Ability to show confidence and communicating with others including external and internal customers	E	A, I
A high level of Integrity	E	I
An enthusiastic and self-motivated personality. A good team player	E	I
A confident approach	D	I
Ability to learn fast. Good numeracy and accuracy skills	E	A I
Experience of accounts payable	D	A I

Any other requirements

e.g working evenings and weekends, full driving licence/own car	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Able to model the Rushmoor Behaviours	E	
Able to develop effective working relationships with colleagues	E	A, I

