



## Accounts Payable Clerk

### Permanent Positions – based at Ipswich Academy

Salary range: Scale 4, points 18-21 (£18,070 to £20,138 per annum) depending on experience

37 hours per week, year round contracts

Due to the relocation of our finance function, Paradigm Trust is looking to build an Accounts Payable team responsible for all aspects of end to end Accounts Payable. We are seeking to appoint a number of Accounts Payable Clerks to be based at Ipswich Academy.

You will monitor the Accounts Payable mail, and input orders, expenses and invoices on the system. You will also perform supplier statement reconciliations and assist the Finance Supervisor with month end duties including payment runs. This role will involve direct liaison with budget holders and staff across the Trust. Previous experience in an accounts payable role is essential.

If you wish to join a dynamic and friendly team, and work in a fast paced environment which offers excellent opportunities for career progression, this is the role for you.

All applicants must have due regard for safeguarding and promoting the welfare of children and young people, and if successful will be required to comply with the Trust's safeguarding policies and procedures.

A job description, which includes a person specification, application form and employment monitoring form are available from our website at: [ipswichacademy.paradigmtrust.org](http://ipswichacademy.paradigmtrust.org).

Completed applications should be returned by email to Mary Williamson, HR Officer at [hr@paradigmtrust.org](mailto:hr@paradigmtrust.org)

**Closing date for receipt of applications:** Monday, 23rd April 2018, 1.00pm.

**Interviews will take place:** Week commencing 30<sup>th</sup> April, 2018.