

PARADIGM TRUST	
JOB DESCRIPTION	
POST TITLE: Accounts Payable Clerk	SALARY SCALE: Salary scale 4 - points 18 - 21
	NAME OF ACADEMY: This is a Trust appointment which will be based at Ipswich Academy
RESPONSIBLE TO:	Finance Supervisor
RESPONSIBLE FOR:	N/A

Overview

To support the Finance Supervisor in providing an efficient end to end Account Payable service to Paradigm Trust.

Organisational Relationships

- Responsible to the Finance Supervisor
- Direct liaison with budget holders and other staff within the Trust Academies.

Duties and Responsibilities

- Processing, matching and coding purchase invoices
- Preparing payment runs
- Processing staff expenses
- Processing purchase orders
- Dealing with supplier queries
- Reconciling supplier accounts
- Raising sales invoices as necessary
- Performing petty cash reconciliations
- Assisting with bank reconciliations (as required)

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice at all times.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the Executive Principal/ Principal/ Assistant Principals.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

Signed _____ Date _____
Postholder

Signed _____ Date _____
Principal

All of the following criteria are essential unless otherwise stated and will be tested as part of the selection process. As a guide your written personal statement should be no more than two sides of A4.

PERSON SPECIFICATION		
Accounts Payable Clerk		
	Application	Interview
Qualifications		
A qualification in literacy and numeracy to the equivalent of GCSE grade C or above.	x	
Experience		
Experience of working in a Finance environment	x	
Experience of Accounts Payable	x	
Knowledge of education sector (Desirable)	x	
Knowledge and understanding		
Good knowledge and understanding of purchase ledger		x
Good knowledge and understanding of sales ledger		x
Knowledge of Microsoft office suite	x	
Skills and abilities		
Ability to work effectively as part of a team to ensure the needs of the pupils are met appropriately.		x
Good verbal and written English communication skills.	x	x
Excellent organisational skills		x
Ability to meet deadlines		x
Ability to develop positive working relationships		x
Approachable		x

Accurate and diligent work		X
Passion for learning and development		X
Able to exercise judgement and refer matters as necessary		X
		X
Additional		
A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.		
The post holder must demonstrate due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Trust.		

Applicants should note that all of the above will be tested as part of our robust selection process and should ensure all of the criteria are evidenced in the written application. Candidates shortlisted for interview will be required to provide evidence of qualifications and may be subject to competitive selection tests.