

# **TRELOAR TRUST**

## **JOB DESCRIPTION**

<b>Post:</b>	Senior Accounts Assistant
<b>Location:</b>	Trust Offices
<b>Responsible to:</b>	The Senior Accounts Assistant is responsible to the Financial Controller for the proper performance of his/her duties and, in their absence, to the Finance Director.

### **Main Purpose of Job:**

To manage the day to day bookkeeping of the Finance department of the Trust (apart from the Sales Ledger); To operate the Purchase Ledger for the Trust, in accordance with it's policies and best practice.

### **CORE DUTIES**

1. Manage the day to day work of the Accounts Assistant and ensure that all day to day processes are completed within the required time frames.
2. Ensure, as far as is possible, that all purchase invoices are genuine and that they are arithmetically correct.
3. Process invoices and enter them on to the accounting system in accordance with procedures, including correct VAT analysis.
4. Send invoices to budget holders for their authority to pay.
5. Prepare suggested payment runs for approval, in accordance with payment terms.
6. When approved either prepare BACS run or cheques for authorisation signature and despatch, including payroll and related costs.
7. Reconcile supplier's statements and investigate discrepancies.
8. Obtain credit notes for disputed charges and resolve queries with suppliers.
9. Review outstanding Creditors Listing, and ensure items over 30 days are just for disputed and query items or payable by instalments over a set period.
10. Ensure that all recharges are notified for recovery to Accounts Receivable.
11. Pay staff Travel and Expense claims after approval by line manager.
12. Ensure all monthly Direct Debits are posted correctly.
13. Ensure any new account requests and direct debit requests are completed and authorised correctly.
14. Ensure that any details of new accounts or changes in standing data e.g. new bank accounts, for suppliers are independently checked with those suppliers before payments are made.
15. Working with the Procurement Lead in controlling the accounting and processing of orders alongside the accounting aspects thereof.
16. Control and ensure back up for the posting of all entries on each month's credit card statements.
17. Act as the central enquiry point for all queries, printouts etc for budgets and budget holders.
18. Other non-routine tasks which may arise from time to time within the Finance Department.

### **OTHER DUTIES**

1. To support the Trust in safeguarding and protecting the welfare of all students.
2. To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
3. To maintain and develop own professional knowledge and awareness.
4. To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
5. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.

6. This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust HR Department December 2025

## PERSON SPECIFICATION – PURCHASE LEDGER ADMINISTRATOR

MINIMUM CRITERIA	DESIRABLE
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good general education to GCSE level (including Maths and English at grade C or above) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• CIEH level 2 Award H&amp;S in the Workplace Qualification</li> </ul>
<b>Skills and Knowledge:</b> <ul style="list-style-type: none"> <li>• High degree of accuracy and attention to detail</li> <li>• Knowledge of Accounting</li> <li>• Knowledge and experience dealing with Partial Exemption VAT</li> <li>• Familiarity with electronic payments (e.g. BACS)</li> <li>• Computer literate, able to use Excel, Word, and accounts packages</li> <li>• Understands the need for confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Sage 200 software</li> <li>• Bookkeeping qualification</li> <li>• </li> </ul>
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Experience of working in a busy Accounts Department</li> <li>• Excellent organisational skills</li> <li>• Able to communicate effectively with a wide range of people</li> <li>• Must have experience of prioritising own workload</li> </ul>	
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• A commitment to promoting and safeguarding the welfare of students</li> <li>• Methodical - uses systems to organise and keep track of information</li> <li>• Tenacious - ensures that all processes are fully complete - follows up outstanding actions</li> <li>• Initiative - must be able to work without close supervision</li> </ul>	
<p style="text-align: center;"><b><u>TRELOAR TRUST IS COMMITTED</u></b>  <b><u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u></b>  All successful candidates will be subject to a DBS Check along with other relevant employment checks</p>	

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY.**

If you have not heard from us within 3 weeks of the closing date please assume that you have not been shortlisted.