

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Purchase Ledger Clerk

## **College/Department**

Finance

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0666-21

## **Salary**

£17,961 to £19,015 per annum

## **Reports To**

Accounts Payable Team Co-ordinator

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

To deliver a timely and high-quality service that aspires to exceed stakeholder expectations.

## **Principal Accountabilities**

1. Processing of payment requests, including supplier invoices, payments to students and intercompany transactions.
2. Accurate and timely validation of data in the University’s Oracle Finance system.
3. Matching supplier invoices to approved Purchase Orders and other supporting
4. documentation.
5. Regular reconciliation of supplier accounts.
6. Building constructive and productive relationships with all stakeholder groups.
7. Supplying all relevant decision makers with accurate and up to date information.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* GCSE Maths and English at Grade C or above

#### **Experience**

* Considerable recent experience of working in a busy Finance office
* Sound knowledge of Accounts Payable processes
* Experience of working effectively within organisational / external procedures and regulations

#### **Skills, knowledge and abilities**

* IT literate with sound Excel, Word and email skills
* Accuracy and attention to detail
* Good team player with excellent interpersonal skills
* Ability to deliver a high level of customer service to a wide range of internal and external stakeholders
* Effective time management skills

#### **Business requirements**

* Ability and commitment to occasionally work additional hours, (evenings/weekends), to meet deadlines as appropriate and with reasonable notice.

### **Desirable Criteria**

#### **Qualifications**

* Advanced IT qualifications e.g. ECDL / CLAIT / GCSE I.T.
* Finance related qualification
* Customer Service qualification

#### **Experience**

* Previous experience of working in an educational establishment

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)