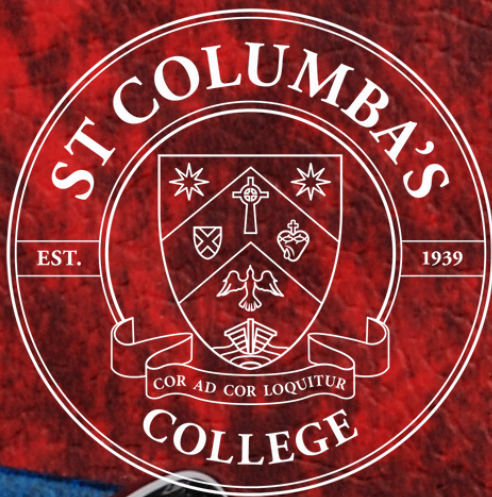


Co-educational Independent Catholic Day College for ages 4-18 in St Albans



LEDGER

LEDGER

**Financial Administrator  
Purchase Ledger  
Application Pack**



## Welcome to St Columba's College

St Columba's College is located in the cathedral city of St Albans in Hertfordshire and is a thriving 4-18 independent co-educational day school of 825 students. Established in 1955 by the Brothers of the Sacred Heart the College is a Roman Catholic foundation based on the educational philosophy developed by Father André Coindre. We are part of a vital and dynamic group of 12 schools located primarily across the United States and the United Kingdom. St Columba's is an academic and aspirational school devoted to scholarship and the holistic development of each individual child. The College underwent an ISI inspection in 2022 and was judged as excellent in every respect.

We are looking to recruit an enthusiastic Purchase Ledger Administrator to become part of the dedicated team responsible for the financial administration of the College. The position will require a good working relationship with a wide range of stakeholders including parents, staff, suppliers and contractors. The successful candidate should give high attention to detail and accuracy, be able to prioritise workload and meet deadlines and have experience of similar roles.

The Finance Department is responsible for the day-to-day financial management of the College and is responsible for providing high quality management information to budget holders and other stakeholders. The Purchase Ledger Administrator plays a key role in this function by ensuring the accuracy of payments and coding of invoices. The role encompasses regular contact with parents in relation to the School Gateway payment system as well as a range of external suppliers and service providers.

It is an exciting time to join the College and we are looking for a dynamic individual with good interpersonal skills who will play a pivotal role within the Finance function of the College.

The Purchase Ledger Administrator reports directly to the Finance Manager.

### **Responsible to:**

The Bursar through the Finance Manager.

### **Regular Contact with:**

College staff, parents, suppliers and contractors.

### **Overall Purpose of the Job:**

To assist the Finance Manager in providing professional and accurate financial management for the College.

### **Purchase Ledger:**

- To process all supplier invoices, credit notes in a timely fashion to ensure invoices match POs and oversee the PO process across the College; take note of any credit terms offered to the College and to liaise between suppliers and budget holders in the event of a dispute.
- Daily upload of copy invoices and credit notes onto PASS.
- Monthly purchase ledger journal production.
- To produce scheduled and ad hoc reports for example.
- Monthly Spending analysis; highlighting anomalies to the Finance Manager.
- Monthly Balance Sheet analysis highlighting anomalies to the Finance Manager.
- Termly budget holder statements.
- Process BACS payments as required (weekly and ad hoc); check for any returned BACS payments having verified the reason for the rejection and correct anomalies.
- Daily orders using the College credit card (and supported by authorised purchase order) and through the College Amazon account; perform internal control over departmental purchases on the Amazon Business account.
- Manage school credit cards and Equals cards; process and post credit card transactions; oversee the Equals cards spend and perform monthly reconciliations for all cards and currencies; administer of balance increases and card top ups.
- Set up new supplier accounts and maintaining the accuracy of existing details within the Purchase Ledger. (Verify supplier bank details in accordance with policy set by the College).
- Reconciliation of supplier statements and production of reports as required.
- Process and monitor staff expenses in accordance with the Staff Expenses Policy.
- Maintain and reconcile petty cash.
- Assist with reconciliation of fund-raising accounts and cash received.
- To be the primary and key point of contact within the Finance department with regards to the College's on-line payment system Gateway (or such like payment system in use by the College) including but not exhaustively.
- Producing reports as required and process payments received onto the Nominal Ledger;
- Training for staff members on School Gateway and daily support for parents queries/issues about Gateway.
- Weekly reporting for ASC and Breakfast Club from Gateway.
- Weekly reconciliation and reporting of unpaid Gateway payments.
- Administer of all childcare voucher payments and reconciliation. Point of contact for new childcare information and queries.

- Liaise with staff and PTA regarding events / “products” to be added to the Gateway and provide reports as required; work with the Trips Co-Ordinator in relation to trips posted on the Gateway.
- Support in annual audit; provide auditor the requested document and answer queries from auditors.
- Internal Control.
- Monthly Balance Sheet control accounts reconciliations and highlight any unusual discrepancies to Finance Manager.
- Ensuring and monitoring of Direct Debits payments including checking they are in line with the College mandates.
- Monitor expenditure of budgets liaising with budget holders, providing detailed information of spend and procurement processes.
- Investigate historical postings and journals for unusual transactions to eliminate mis-posting and errors.
- Assist Finance Manager to manage an efficient internal control procedure within Finance department.
- Be the finance departmental custodian for policies and procedures ensuring they are regularly reviewed.

### General Office Duties:

- Undertake duties as instructed by the Finance Manager for example but not exhaustively:
  - Assist in banking at busy times, e.g.:- Columban Fayre
  - Ad hoc reconciliation/analysis work as necessary
  - Archiving once a year
- PASS housekeeping.
- Provide cover and take telephone and other messages within the Finance department (provide assistance where possible).
- Key point of contact and management of all the College mobile phone contracts, including all the upgrades, new phones and contracts added or taken away. Make decision on spend caps, tariffs and mobile models for over 8 devices across the College, taking into account abroad usage etc.
- Contribute to training and CPD to improve our knowledge and expertise.

### Generic Responsibilities:

- Responsibilities carried by all Staff in the College to comply with the contract of employment.
- Follow the College’s Safeguarding policies.
- Play a full part in the life of the College community to support its distinctive charism, mission, ethos and charism and to encourage staff and students to follow this example.
- Any other work as reasonably requested by the Headmaster or Bursar.
- Physical & Working Environment:
  - Office based.
  - Cash handling.

## Safeguarding Children:

The appointee is responsible for promoting and safeguarding the welfare of children and young persons for whom they come into contact and will always adhere to and ensure compliance with the College's Child Protection Policy including attendance at relevant safeguarding update training including off job and on-line courses. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the College, they must report any concerns to the Designated Safeguarding Lead.

## The Role:

- Full-time position, 52 weeks per annum, including INSET Days, Open Day and the annual Columban Fayre.
- 25 days holiday entitlement plus 8 bank holidays and up to 3 discretionary, non-contractual days between Christmas and New Year.
- 35 hours per week, normally 8.00 am to 4 pm, Monday to Friday inclusive of a one-hour unpaid lunch break. Flexibility may be required around start and finish times to meet the needs of the department and the College.
- Salary will be commensurate with skills and experience.
- Generous staff fee remission for children of permanent staff educated at the College.
- Free lunches and refreshments.
- Contributory Pension Scheme to which the College contributes 6%.
- Free car parking on site.
- Use of the College Fitness Suite outside of school hours.
- Access to confidential 24-hour counselling helpline.
- Cycle to Work and Tech Schemes.
- Eye Care Vouchers.
- Free annual flu vaccination.
- Support with continuing professional development.
- All staff have use of a Microsoft Surface Pro for school use.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

## **Work With Us:**

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

To apply for this position, please visit our current vacancies by visiting our website. You should email your covering letter and completed job application form to Jackie Metcalfe, HR Manager at [metcalfe.j@stcolumbascollege.org](mailto:metcalfe.j@stcolumbascollege.org) or call 07727 892095 to discuss further.

## **Application Process:**

Closing date: 10.00am on Wednesday 7th August 2024. Interviews will be conducted on 14th/15th August 2024. Early applications are encouraged as we reserve the right to call suitable candidates to interview prior to the closing date.



St Columba's College, King Harry Lane, St Albans, Hertfordshire, AL3 4AW

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St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)