



# Prior Park Schools

## Post: Finance Purchase Ledger Clerk (Job share - 21 hours pw)

Reporting to: The Financial Controller, Prior Park Schools

### Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB), the standing members of which are the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its vision and thereby remains a market leader in independent education.

### Purpose of the Role

The main purpose of the role is to monitor company spending, preparing and processing payments by BACS or bank transfer for all goods and services purchased. Also, to check and code invoices, reconcile supplier statements and resolve any purchase enquiries or disputes.

Working closely with and supporting the Financial Controller in the operation of the Purchase Ledger Finance function for Prior Park College and the Paragon School.



# Prior Park Schools

## The Finance Department

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The Finance Department is a central function providing comprehensive financial and payroll services across the Trust.

The team consists of the Financial Controller (FC), an Assistant Accountant (AA) a Purchase Ledger Clerk (FPLC)(job-share 2 x 21 hrs pw), a Finance Assistant, Gibraltar (FAPPSG) and a Finance Assistant, Fees Clerk (FAFC). The Finance function operates all year round.

## Contacts

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The FPLC can expect to have contacts with a wide range of stakeholders both across Prior Park School, and within the Business Services Team. There will be extensive external contact with suppliers by phone and by email.

## The Role

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The FPLC reports directly to the FC and will work closely within the central Finance Team in Bath.

The FPLC has the following duties and responsibilities:

### **Purchase Ledger**

- Authorising, coding & processing invoices
- Setting up new supplier accounts & maintaining existing accounts
- Running fortnightly BACS payments
- Reconciling Direct Debits
- Reconciling of supplier statements
- Processing bank transfers
- Filing & archiving invoices on-line
- Processing Finance post
- Processing credit card payments
- Matching Purchase Orders with invoices

### **Credit Card / Ordering**

- Recording signing in & out of school credit cards
- Placing orders using school credit cards
- CPD - booking courses, travel & hotels
- Processing and reconciling credit card statements
- Managing the Amazon ordering and reconciliation process for the schools

### **Billing**

- Reconciling taxi charges and posting extras
- Providing the Billing ledger clerk with copies of invoices plus orders to be billed

### **Communication**

- Dealing with supplier and staff queries & questions
- Receiving Finance phone calls
- Communicating with team to ensure a smooth running of the department

### **Trips / extras**

- Processing invoices for trips
- Organising credit cards for trips

- Booking restaurants, excursions, travel etc
- Provide breakdown of trip spend and remaining budget

## Budgets

- Providing budget reports on a regular basis as and when requested
- Checking of budgets to keep track of spending

## Year End & Audit

- Compiling breakdown of costs per project
- Producing monthly creditor reconciliation reports
- Processing accruals & pre-payments and preparing list and documents for auditors
- Working through audit queries and requests

## Job share

- Working effectively with the other half of the FPLC job share
- Co-ordinating with the other FPLC role re holidays and covering each others role

## Team

- Play an active role in the central Finance Team, helping other team members as may be required from time to time.
- Attend weekly team meetings and contribute to the overall objectives of the Finance Function.
- Covering for other team members during absence.

## Line Management

The FPLC does not have any line management responsibilities and sits within the central Finance Team.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

## Professional Specification and Personal Attributes

The post holder will be proactive with a keen eye for detail with good interpersonal and communication skills. They will be able to liaise with suppliers and staff at all levels in a friendly and professional manner. They will be expected to maintain the utmost confidentiality and will need excellent organisational skills and be able to demonstrate a methodical and organised approach.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>• Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to A level or equivalent</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Proven experience of the management, and operation of finance systems</li> <li>• Demonstrable practical experience of operating in a Finance environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or other educational establishment</li> <li>• Knowledge of finance systems</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Sound working knowledge of IT, admin and office systems</li> <li>• Knowledge and awareness of the importance of confidentiality and data protection</li> </ul>	

<p>Skills and competences</p>	<ul style="list-style-type: none"> <li>• Excellent written communication skills with the ability to produce high quality documentation</li> <li>• Strong numeracy and analytical skills and an ability to input and interpret complex data using IT systems</li> <li>• A good sense of humour</li> <li>• Excellent level of interpersonal skills to enable liaison with staff and external organisations</li> <li>• Excellent organisational skills, able to work to strict and often conflicting deadlines</li> <li>• An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships</li> <li>• A flexible attitude towards duties and working patterns to fulfil the requirements of the role</li> </ul>	
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## Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implement policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by any of the schools or disclose such data to a third person.

## Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite. Schools are physically demanding environments and the FPLC can expect to be involved in activities which may require physical exertion, as and when required, always observing health and safety regulations and practices.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer 33 days holiday (including bank holidays) pro-rata, access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership.

The role has the availability of one day working from home with the other two days required in the office.