



JOB DESCRIPTION

PURCHASE LEDGER CONTROLLER

THE SCHOOL

RMS is a thriving independent girls' day and boarding school in the UK, with approximately 900 pupils aged 2 to 19 and around 250 teaching and support staff, situated on over 300 acres of parkland near Rickmansworth in Hertfordshire. The school is a registered charity whose annual income is in excess of £20m per annum.

Potential candidates are strongly encouraged to visit the school website www.rmsforgirls.com for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff alike to share a commitment to self-improvement and personal development.

THE ROLE

As a member of the support staff you will be part of a large and friendly community of professionals who support our pupils' education and experience. You'll be joining a significant team that underpins the success of the School.

We are looking for an experienced finance professional to join our Finance team. The Finance team is responsible for managing, controlling and reporting of the school's finances, with a turnover in excess of £20m pa. The successful candidate will work within a team of four other members and will report to the Head of Finance. Attention to detail, a customer focused approach and good inter-personal skills are essential as is the ability to work effectively as a member of the support and wider school team.

As well as producing termly and annual accounts, the department co-ordinates the annual budgeting process and supports managers and Heads of Departments to understand and manage their budgets throughout the year. Our aim is to support all areas of School to manage finances efficiently whilst maintaining appropriate internal controls and safeguarding the School's assets. The finance function is key to supporting cost management across the school.

We are seeking a Purchase Ledger Controller to contribute to improving the efficiency and cost management, overseeing all purchases made by the School. Supporting all budget holders, main duties will include checking and processing purchase orders and invoices, then arranging timely payments. Our finance team makes use of modern accounting software leveraging technology based solutions to enhance the efficiency of the service provided. Lightyear is our purchasing, accounts payable and expense management system and Access Financials is our main Accounts software.

The finance team is a collaborative environment where staff are supported to develop skills with a strong focus on personal development. We support team members to undertake regular CPD including supporting AAT training under the apprenticeship scheme where required.

JOB DESCRIPTION

Reporting to the Head of Finance, the Purchase Ledger Controller role is key to supporting cost management across the school and ensuring the smooth operation of our purchasing processes. The role includes supplier and staff expenses payments, reconciliations, banking, trip financials. Communication with budget holders is an essential part of the service provision.

The post holder should be highly organised, detail oriented and enjoy working in a busy and collaborative environment. They will have a flexible and proactive approach and be keen to get involved in day-to-day transactions. Ideally, they will be AAT part or fully qualified or have demonstrable experience in a similar role.

The post holder should be confident working to deadlines, managing multiple priorities, and maintaining accuracy when busy. A positive, can-do attitude and excellent communication skills are essential. We hope our staff can identify improvements to the processes that they support or to the wider school offering as they work together.

Key Duties and Responsibilities

1. Invoice processing and verification
 - **Processing invoices** - accurately receiving, logging and processing a high volume of supplier invoices and credit notes into the accounting system in line with internal procedures.
 - **Matching** - Ensuring that the invoice details are matched and verified against the relevant purchase order
 - **Coding** - Correctly coding invoices to the appropriate general ledger account, cost centres and VAT code.
 - **Authorisation** - Ensuring all invoices are correctly authorised by the relevant budget holders before payment is processed.
 - **Purchase Orders** - Review and process Purchase Orders, ensuring the appropriate authorisation levels are adhered to using the Lightyear System.
2. Supplier payment
 - **Payment runs** - Prepare and process regular payment ensuring payments are made on time according to agreed credit terms.
 - **Cash flow** - assist in managing cash flow by monitoring payment due dates and liaising with the Head of Finance on the timing of payments.
 - Creating and verifying new supplier accounts in line with internal policies.
3. Reconciliations
 - **Statement Reconciliation:** Regularly reconciling supplier statements with the company's purchase ledger records to ensure all transactions are accounted for and to identify any missing invoices or discrepancies
 - **Query Resolution:** Efficiently handling and resolving all internal and external queries related to invoices, payments, and supplier accounts. This requires strong communication with suppliers and internal departments
 - **Ledger Cleanliness:** Maintaining a clean and accurate purchase ledger, which includes reviewing and resolving old or debit balances.
 - **Supplier Records:** Creating and maintaining accurate supplier accounts, ensuring bank details and payment terms are up-to-date and correctly recorded.
 - **Credit cards** - Managing school credit cards and purchasing cards, ensuring receipts received and in line with school policies.
 - **Trip financials** - Assisting with the financial administration of school trips.

4. Compliance and Reporting

- **Month-End Activities:** Assisting with month-end closing procedures.
- **Compliance:** Ensuring compliance with financial regulations, internal policies, and VAT requirements.
- **Audit Support:** Providing documentation and support for external audits.
- **Expense Processing:** Managing and processing employee expense claims, ensuring they comply with company policies.

5. Other

- Support with managing central finance email inbox, providing good customer service.
- Review systems and processes, recommending and making improvements where identified.
- Ensure that the school is achieving good value for purchases and review opportunities for bulk or preferential purchasing.
- To cover and support other members of the finance team with their roles during periods of peak workloads or absence.
- Other general office and accounts duties as required.

As well as those duties outlined above, you are expected to perform any other tasks reasonably assigned. This job description will be subject to review/amendment during the appraisal procedure by agreement between both parties in accordance with established practice.

PERSON PROFILE

All staff are expected to conduct themselves in line with the School's values of **Inclusivity, Courage, Ambition, Kindness, Perseverance** and **Integrity**. The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community.

PERSON SPECIFICATION

Qualifications and Experience

Essential:

- AAT part or fully qualified or have demonstrable experience in a similar role
- Experience of working in a finance office
- Experience of purchase ledger including VAT
- Experience of completing reconciliations
- IT skills, a good working knowledge of excel will be necessary

Desirable:

- Knowledge of accountancy software packages like Access Financials or Lightyear
- Experience of working in a school

Personal Qualities

Essential:

- Ability to work to deadlines, remaining calm and positive under pressure
- Excellent team worker that will contribute to the success of the department
- Able to create strong working relationships
- Ability to prioritise work and respond to ad-hoc requests at short notice
- Strong attention to detail and an enquiring mind
- Reliable, honest and trustworthy
- Able to deal with confidential matters with absolute discretion
- Strong communication skills
- Committed to the safeguarding of children

TERMS OF EMPLOYMENT

The terms of employment include:

- A permanent contract working Monday to Friday, 8.00am to 4.00pm. 37.5 hours per week, 52 weeks per year. Flexible working requests will be considered. Six week holiday entitlement.
- Support Scale points up to £31,765 per annum, depending upon experience/qualifications.
- Pension - RMS currently offers a contributory pension scheme

BENEFITS OF WORKING AT RMS

- School fee discount – subject to terms and conditions of the policy.
- Access to an Employee Assistance Programme.
- Wellbeing
 - Use of our fitness suite facilities is available free of charge to staff
 - Weekly programme of staff activities free of charge (e.g. yoga, swimming, knitting)
 - Other RMS sports facilities can be hired at a discounted rate for personal use
- Cycle to work scheme - providing a tax-free salary sacrifice scheme.
- Free lunch when the School's catering facilities are open, access to free coffee machines.
- Free onsite parking.
- The School supports continuous professional development.
- Library - the school allows all staff to become a full borrowing member on joining.
- Events: Access to School concerts and performances at no cost.

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

REVISION OF JOB DESCRIPTION

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.