

Purchase Ledger Clerk

Contract – Permanent- full time

Hours - 37.5 hours per week

Salary - £17,000.00 - £18,000.00 per annum

Bright Tribe is a non-profit making, multi-academy trust which brings together the best from the field of education and the commercial world to create a professional environment focused on educational performance, on results and on enhancing the potential of the local communities in which we operate.

Our people are our biggest strength, which is why we continue to expand and are passionate about investing in individuals, teams and technology to create an organisation we are all proud to be a part of.

The Position

This role is an exciting opportunity for an enthusiastic individual with excellent attention to detail, time management skills and the desire to succeed to join our team.

Supporting four divisions of the Trust including its wholly owned subsidiaries, you will assist finance operation in delivering a second to none service to our academies, partners and customers.

Main duties and key responsibilities

- Management of supplier ledgers, ensuring and queries are resolved in a timely manner
- Account management and liaising with suppliers with any discrepancies
- Logging purchase invoices on to finance systems ready for payment
- Management of the shared mailbox and resolution or escalation of issues where necessary
- Maintaining of purchase ledger across all the Trust companies and ensuring accurate and timely management information
- Data analysis and reconciliation
- Data entry
- Perform any other duties as assigned

Experience and Key skill requirements

- Sound Knowledge of Microsoft office packages (Essential)
- Ability to work on own initiative (Essential)
- Previous experience in a similar role (Desirable)
- Working knowledge of PS Financials (Desirable, training will be provided)
- Excellent written and verbal communication skills (Essential)

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Telephone 0161 475 0222 **Facsimile** 0161 831 9766 **Email** enquiries@brighttribe.org.uk

www.brighttribeeducationservices.org.uk

- Organised and able to manage your time effectively (Essential)
- Excellent attention to detail (Essential)
- Tenacious with the ability to challenge (Essential)
- Ability to demonstrate confidentiality, integrity and discretion (Essential)
- Pro active with a 'can do' attitude

Benefits

- Car Parking
- Childcare Vouchers
- Eyecare Vouchers
- Payment of relevant professional subscriptions (If applicable)
- 20 days annual leave plus English public Holidays, increasing to 22 days in year 2 and by an additional day to a maximum of 25 days
- Flexible working hours will be considered

To apply, please send your up to date CV to careers@brighttribe.org.uk

Disclaimer

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to an enhanced DBS check.

Bright Tribe is an equal opportunities employer.