**JOB DESCRIPTION**

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| ***Job Title:*** | Purchase Ledger Clerk |
| ***Accountable to:*** | Senior Finance Officer |

**Job Purpose:**

To assist in the provision of an efficient and effective financial management of the Trust.

**Main Responsibilities**

1. ***Provide financial assistance in the management of the financial operations of the Trust***
   1. Ensure that appropriate records of expenditure are kept and ensure that financial information is accurate and up to date.
   2. Establish and maintain all aspects of purchase ledger including regular reconciliation of supplier’s statements.
   3. Ensure that all expenses claim forms submitted for payments and credit card statements are supported by relevant receipts, appropriately coded and reconcile any outstanding items
   4. Keep purchase ledger invoices up to date and accurate and bring any discrepancies to the attention of the Senior Finance Officer, including identification of any journals to correct any miss postings.
   5. Assist in the investigation of budget variances, identifying and advising the Senior Finance Officer.
   6. Keep up to date with upgrades and amendments to the computerized financial accounting software, detect and report any system faults and follow up problems until they are concluded and assist in the set up and development of new systems and procedures and carry out filing, photocopying, scanning and other clerical tasks including updating financial instructions as required.
   7. Carry out all duties in accordance with financial regulations and procedures at all times.
   8. Assist in preparation of Grant claims required for project monitoring and audit.
   9. Assist in duties relating to the collection of information and completion of annual returns for Grant claims and year-end audit schedules.

**Other responsibilities**

1. ***General Responsibilities***
   1. Promote the work, mission and vision of the Trust at all appropriate times.
   2. Use every opportunity commensurate with other duties to contribute to the Trust’s communications, and support its marketing, membership recruitment, fundraising and engagement of people.
   3. Ensure a high level of customer service in all dealings with the public.
   4. Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.
   5. Work within all the policies and procedures of the Trust, ensuring own compliance with the Trust’s health and safety policies and procedures and that of any staff and resources for which you are responsible.
   6. Comply with all legal and contractual obligations concerning the responsibilities of your post.
   7. Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by your line manager or the Chief Executive.

**PERSON SPECIFICATION**

**Job Title: Purchase Ledger Clerk**

The specifications below are indicated as being essential (E) or desirable (D) for this post:

**Qualifications:**

* 5 GCSE Grade C or above including Mathematics and English or equivalent (E)
* Intermediate Level AAT (D)
* NVQ II or equivalent in Computer Studies (D)

**Knowledge and understanding, acquired through training and/or experience of:**

* Manual and computerised accounting systems (E)
* Good understanding of office procedures (E)
* Double entry book-keeping (E)
* Excel (E)

**Recent and relevant experience of:**

* Keeping manual and computerised financial records of Purchase Ledger (E)
* Using database, spreadsheet and accounting software (E)

**Some experience of:**

* Using accounts software (D)

**Skills:**

* IT skills, particularly in databases and Excel Spreadsheets (E)
* Numeracy (E)
* Communicate effectively, verbally and in writing, particularly in relation to financial information (E)
* Ability to work under pressure and meet deadlines (E)

**Personal Qualities:**

* Accurate and methodical (E)
* High standard of personal honesty and financial integrity (E)
* Works effectively on own initiative and as a member of a team (E)
* Good at organising and prioritising a varied workload (E)
* Personable and sociable (E)
* Understanding of and support for the objectives of the Trust (D)

**JOB CONTEXT**

**Job Title: Purchase Ledger Clerk**

This is a part time post assisting in the provision of an efficient and effective financial management of the Trust. It is initially for a fixed term period of six months, with the likelihood of becoming permanent at the end of the fixed term period.

The post holder will have extensive contact with people in other organisations, dealing with routine matters and will be required to convey a positive first impression to visitors and telephone callers. Confidentiality must be maintained when dealing with information about personnel and financial issues or other matters of a sensitive nature.

The post holder will be based at the Trust headquarters. Specific hours of work will be agreed (20 hours) Monday – Friday 4 hours per day so as to maintain cover within the team, in conjunction with other staff, from 08.30am to 12.30pm. Some evening and weekend working may be necessary. Some travel within Derbyshire may be required, with occasional travel outside Derbyshire and overnight stays. Staff are expected to work harmoniously with each other and with volunteers, to provide appropriate assistance and advice to other staff and volunteers when desirable for the effective undertaking of their respective responsibilities. A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is desirable in order to maintain organisational effectiveness.

***About the Trust***

Derbyshire Wildlife Trust is the only organisation in Derbyshire working to protect and enhance wildlife and wild places throughout the county. We are a Registered Charity, supported by more than 14,000 members. Derbyshire Wildlife Trust is uniquely positioned to lead change in Derbyshire, being grass roots and local whilst also being part of a strong, cohesive movement of 47 Trusts with a collective membership of over 800,000.

Our vision is a Derbyshire rich in wildlife, where wildlife moves freely through our countryside, towns and cities. By restoring, recreating and reconnecting wildlife habitats, landscapes and communities we are creating living landscapes; areas where wildlife thrives and communities benefit from the services that healthy ecosystems provide.

We aim to deliver our vision by continually exploring alternative models to achieve our aims and by instilling a culture of innovation across the whole organisation.

We want to increase our membership, achieving 20,000 members by 2020 (2% of the population of Derbyshire). We also want to increase our income from other sources, increasing our total turnover to £2.4million.

The Trust employs over 60 staff and, crucially, enjoys the support of over 480 volunteers. The organisation is divided into several departments including Living Landscapes, Business Development and Commercial Development. Each team has a Department Head who reports to the Chief Executive who is responsible for the operations of the Trust and who, in turn, reports to the Board of Trustees which governs the organisation. The teams are supported by a Finance and Resources team.