



Purchase Ledger Assistant Job Description and Further Particulars

1. The College

St Edmund Hall is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 academic staff (Fellows and Lecturers), 420 undergraduate and 350 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13th Century, making it one of the oldest education institutions now within the University of Oxford. Students are admitted in a range of subjects.

St Edmund Hall has a turnover of c£17m and an endowment of £72m as at 31 July 2024 and although it is one of the less wealthy colleges in terms of endowment held, it has one of the largest student bodies. The College has recently embarked on an exciting project to create three stunning new buildings and restore the historic Victorian villa at No. 17 Norham Gardens, North Oxford to its former glory. The new development of 127 student bedrooms and communal facilities will be set in beautiful, landscaped gardens and the building will also be Passivhaus certified.

Professor Katherine (Kathy) Willis took up the role as Principal on 1 October 2018 and launched the Hall's 10-year strategy in October 2019. The aims of the strategic plan are to move our inspiring and historic institution into the next century keeping it as relevant to future students as it has done in the past and is today. Our vision is to become a greener, more diverse and accessible home for world leading research and teaching.

More details about the College and the 10-year strategy can be found at <https://www.seh.ox.ac.uk/>.

2. About the Post

The Purchase Ledger Assistant is a key member of the Finance team and has overall responsibility for the smooth running of purchase ledger processes for the College and its two subsidiary companies.

The College uses iplicit which has an AP automation module, although the postholder will be required to manually enter some invoices into the accounting software. Much of the role involves ensuring transactions are accurately recorded and coded into the system as well as manipulating data in Excel to enable the information to be imported into the accounting software.

The appointee will provide holiday and absence cover for colleagues.

3. Reporting Line and Department Structure

The Purchase Ledger Assistant will report to the College Accountant, but for some tasks may be asked to report to the Deputy Accountant.

The Finance Office currently comprises the College Accountant, a Deputy Accountant, a Payroll & Finance Officer, an Accounts Assistant and a Purchase Ledger Assistant. The Finance Office is overseen by the Finance Bursar.

4. Job Description

Purchase Ledger

- Maintaining the purchase ledger and processing invoices daily.
- Ensuring the College's authorisation procedure is followed.
- Checking that all invoices have been coded correctly.
- New supplier set up including checking of IR35 status and independent verification.
- Maintaining the existing Suppliers Ledger, including updating details and closing old supplier accounts.
- Corresponding with suppliers to resolve account queries and obtain refunds for credit notes.
- Reconcile supplier statements.
- Weekly payment runs via online banking.
- Awareness of recent guidance on fraud prevention and using this information to improve the College's purchase ledger processes.
- Completion of the Design & Build Companies monthly Construction Industry Scheme (CIS) return

Credit Cards (monthly)

- Distribution of monthly statements to college credit card holders.
- Ensure statements and supporting paperwork received are complete and received in a timely manner.
- Reconcile credit card statements and import via Excel into the accounting software.
- Reconcile the credit card control account.

Academic and Entertainment Allowances

- Ensure claims fall within the College's policies.
- Pay allowances promptly as they are claimed.
- Maintain a spreadsheet of allowances and claims paid.
- Respond to claimant queries.
- Issue termly statements confirming balances still available.

Other Main Duties

- Undertake the daily bank reconciliation for the College's current account.
- Oversee the Accounts email address ensuring that all emails received are dealt with in a timely manner.
- Become familiar with the College's various VAT codes to ensure all transactions are allocated to the correct VAT code.
- Ensure the wine stock system is updated for new purchases.
- Operate the College's petty cash and reconcile it on a monthly basis.

- Update the Fixed Asset additions tracking spreadsheet monthly.
- Ensure the Amalgamated Clubs transactions and Excel accounts are kept up to date monthly.

Cover

- Provide cover for other members of staff in the office by:
 - Being able to understand student battels accounts and answer basic queries including taking payments via the office card machine.
 - Undertake the bank reconciliations for the battels account, Trading company and Design & Build Company

The above list is not exhaustive, and the Purchase Ledger Assistant will be expected to carry out such other duties as the College may from time-to-time request, commensurate with the grade and responsibilities of the post. The duties may be varied from time to time without changing the essential nature of the post.

5. Selection criteria/Person specification

Requirements	Essential and desirable criteria	
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Education/qualifications		
Educated to GCSE (or equivalent) in Maths Grade C or above	√	
Experience		
Able to juggle multiple demands, manage competing deadlines, and remain calm under pressure.	√	
Previous experience in a purchase ledger role.	√	
Experience of working with electronic authorisation procedures.		√
Understands the basics of double entry accounting and has produced journals		√
Skills, knowledge and abilities		
A willingness to take ownership of the duties of the post, including an ability to recognise problems and identify appropriate solutions.	√	
Excellent communication skills.	√	
Excellent attention to detail, high levels of accuracy with an analytical eye.	√	
Excellent interpersonal skills, including the ability to deal confidently and professionally with a wide variety of people, both within and outside of the College. Courteous, friendly and tactful. Able to establish rapport easily.	√	
Methodical and content working within procedures and established systems.	√	
Maintains confidentiality and discretion at all times.	√	
Team player who is proactive and keen to make things happen.	√	
Strong IT skills appropriate to a Windows-based office, a working knowledge of Excel and the preparedness to learn new applications as required.	√	
A flexible attitude towards duties and a willingness to contribute by helping others.	√	

6. Terms and Conditions

- Appointment: This is a permanent post, working 35 hours per week. The appointment will be conditional on receipt of satisfactory references and satisfactory completion of a six-month probation period.
- Probationary Period: There will be a probationary period of six months. Only after successfully completing the probationary period will the appointment be confirmed.
- Notice Period: During the probation period, the post-holder's employment may be terminated by either side on one week's written notice. Once the appointment is confirmed, the period of notice will be 1 month on either side.
- Salary: The salary reflects the St Edmund Hall pay scale at Grade 4 (£26,338 - £29,959). Appointments are normally made to the bottom of the grade; however, the starting point will depend on qualifications and experience. Automatic progression takes place on 1 August for support staff provided they have been in post for at least 3 months prior to the incremental date until the maximum point is achieved.
- Hours of Work: Contracted hours of work will be 35 hours per week, usually 09:00 – 17:00, with a one-hour lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
- Annual Leave: Annual leave entitlement is 32 days, comprising 8 public holidays and 24 working days plus additional leave following 5 years of service. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the Purchase Ledger Assistant may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the College Accountant.
- Meals: Lunch is provided free of charge, whilst on duty and when the College kitchen is open.
- Benefits: Subsidised bus pass loan, season ticket rail loan, cycle scheme loan, free eyesight tests and contribution towards new lenses for VDU users, free annual flu jab, free entrance to the University's museums, the University Club and other Oxford colleges and libraries, free entrance to the Botanic Gardens and Harcourt Arboretum, retail and dining discounts and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
- Pension: The post-holder will be automatically enrolled in the University of Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

7. Application Process

Interested applicants should forward the following documents:

- (1) A Cover Sheet detailing the names and contact details of two referees;
- (2) A current CV;
- (3) A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email (in PDF format) to recruitment@seh.ox.ac.uk by **GMT 09:00 on Monday, 25 November 2024**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR. Late or incomplete applications will not be accepted.

Interviews are expected to be held on Tuesday, 3 December 2024 in Oxford.

Enquiries regarding the post can be made to the College Accountant, stephanie.hanks@seh.ox.ac.uk or recruitment@seh.ox.ac.uk.

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging*

to St Edmund Hall.

5. Parking is limited and at the discretion of the Domestic Bursar.