**Person Specification - Purchase Ledger Administrator – July 2025**

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| **Requirements** | **Essential** | **Desirable** |
| **Qualifications** | 5 GCSEs (or equivalent) including Maths | AAT qualified or part-qualified |
| **Knowledge** | Good working knowledge of managing a Purchase Ledger system in an accounting environment  Confident with Microsoft Products in particular Excel, Word and Outlook  Knowledge of the bank reconciliation process | Knowledge of VAT regulations - Experience preparing VAT returns or supporting statutory reporting    Understanding of the school environment  Knowledge of iSAMS and iFinance |
| **Experience** | Previous experience operating a Purchase Ledger system  Previous experience working with suppliers and liaising to resolve queries  Online banking experience | General bookkeeping  Experience in cost control  Experience with iSAMS and iFinance system |
| **Skills and Aptitudes required** | Attention to detail and commitment to accuracy  Confidence in proactively identifying and resolving discrepancies  High level of numeracy  Ability to work independently using own initiative  Ability to work under pressure and to tight deadlines  Good communication and interpersonal skills | Understanding of how finance interacts with other school systems (payroll, HR etc)  Good statistical skills to contribute to monthly management reporting |
| **Personal Qualities required** | Team player and problem solver essential in this small school team  Professional integrity and discretion when handling sensitive financial information  Positive, can-do attitude with a willingness to learn and develop  Willingness to support others and be flexible  Ability to plan, organise and prioritise own workload  Ability to work with a wide range of people both inside and outside the school | Influencing, persuading and negotiating skills  Ability to build strong working relationships and professionally manage supplier and colleague communications |