**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 environmentConfident with Microsoft Products in particular Excel, Word and OutlookKnowledge of the bank reconciliation process | Knowledge of VAT regulations - Experience preparing VAT returns or supporting statutory reporting Understanding of the school environmentKnowledge of iSAMS and iFinance |
| **Experience** | Previous experience operating a Purchase Ledger systemPrevious experience working with suppliers and liaising to resolve queriesOnline banking experience | General bookkeeping Experience in cost controlExperience with iSAMS and iFinance system |
| **Skills and Aptitudes required** | Attention to detail and commitment to accuracyConfidence in proactively identifying and resolving discrepanciesHigh level of numeracyAbility to work independently using own initiative Ability to work under pressure and to tight deadlinesGood 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 teamProfessional integrity and discretion when handling sensitive financial informationPositive, can-do attitude with a willingness to learn and developWillingness to support others and be flexibleAbility to plan, organise and prioritise own workloadAbility to work with a wide range of people both inside and outside the school | Influencing, persuading and negotiating skillsAbility to build strong working relationships and professionally manage supplier and colleague communications |