



Merchant Taylors'
School

**Merchant Taylors' School,
Liverpool**

Appointment of

PURCHASE LEDGER ASSISTANT

Candidate Brief and
Information for Applicants

Merchant Taylors' School
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About Merchant Taylors' School

In 2020 our historic independent school in Crosby, Liverpool celebrated its 400th anniversary. We are widely recognised as one of the finest schools in the North West of England with a rich heritage of educating girls and boys aged 4 to 18.

We occupy three sites in Crosby and each School is within close walking distance;

Stanfield Preparatory School - Coeducational Reception to Year 6

Merchant Taylors' Boys' School – Single Sex Years 7 – 13 (some joint teaching in the Sixth Form)

Merchant Taylors' Girls' School – Single Sex Years 7 – 13 (some joint teaching in the Sixth Form)

Alongside a rigorous academic curriculum, we offer an abundance of other opportunities, including a vibrant range of clubs and sporting activities designed to inspire and develop the talents of each pupil. Whether it's on the stage, in the concert hall, on the sports field or working in the community, our pupils will have the chance to grow in areas outside the classroom.

Our inspiring teachers seek to nurture a spirit of inquiry and curiosity in all our pupils, helping them to develop to their fullest potential. We also have a committed and highly professional team of support staff who are an integral part of the School which help to create a caring and supportive learning environment. Learn more about us and why we are proud to be investing in potential by viewing our 5-year strategy 2022- 2027:

<https://www.merchanttaylors.com/strategy/>

The Diamond Model of Learning

Over the course of the next five years, we will move fully into a diamond learning model of education, led by an Executive Head. This structure means boys and girls are educated together from Reception to Year 6 and come together again in Sixth Form (Lower Sixth and Upper Sixth). From Year 7 to Year 11, they are taught in single-sex senior schools.

Stanfield Preparatory School, Merchant Taylors' is a happy, friendly school where young minds are encouraged to explore and be inquisitive, unafraid to make and learn from mistakes. Our contemporary facilities, excellent teaching staff and smaller class sizes allow us to bring the very best out of every girl and boy. A wide-ranging programme of enrichment and extra-curricular activities helps to bring out the very best in every child, all delivered in contemporary, vibrant learning environment.

Merchant Taylors' Boys' School (Year 7-11): at Merchant Taylors' Boys' School, we aim to develop well-educated, well-rounded and caring young men who will play a significant role in society. Each of our boys is academically able and we seek to nurture in them a spirit of inquiry and curiosity which will see them explore their chosen interests, whatever those may be. They are guided by committed, enthusiastic and inspiring teachers who have strong subject specialist knowledge – a key factor in developing students to their fullest extent.

Merchant Taylors' Girls' School (Year 7-11): at Merchant Taylors' Girls' School, we encourage our girls to achieve excellence together in a caring and dynamic learning environment. We are proud of our record of academic attainment, but we remain focused on the wellbeing and

individual needs of each and every girl in our care, helping them to expand their horizons and understand just how incredible they can be. Girls are encouraged to be ambitious, to develop at a pace that is right for their own talents and needs.

Merchant Taylors' Sixth Form (Boys & Girls): Our Sixth Form model already involves a blend of single sex and co-educational experience for our A' Level students - this will continue and expand towards the Sixth Form becoming fully coeducational by September 2024.

The Post

We are seeking to appoint a Purchase Ledger Assistant.

Role Overview

The position will see the successful applicant delivering the following key responsibilities;

Reporting in to the Head of Finance, you will be fully accountable for the whole purchase ledger process from purchase orders through to invoices and reconciliations, whilst working in line with the School's robust policies and processes.

You will provide a professional and efficient service to the finance function, monitoring how much is owed and providing accurate information to the Head of Finance.

You will work in partnership with the Procurement & Contract Manager to ensure the purchase process is followed by budget holders.

In addition, the role encompasses keeping the daily bank transactions up to date and for the month end bank reconciliations, also providing information to inform cashflow projections.

Key Responsibilities

- To ensure all invoices, expense claim forms, credit notes and payment request forms are processed accurately and scanned onto SAGE
- To ensure that all payments are authorised in accordance with the Schools' Procurement policy
- Check all invoices are correctly coded in line with budgets
- Prepare and process the weekly BAC's run for checking by the Head of Finance and processing any other payments that are required
- Prompt analysis of supplier queries, including statement reconciliations and any corrective action
- Assist Purchasing & Contract Manager with purchase requisitions
- Complete and post journals as required

- Reviewing and updating procedures and systems to identify potential improvements within the purchase ledger function
- Responsible for the reconciling and administration of all Barclaycard accounts
- Responsible for the management of the Schools' Amazon Business account
- Provide assistance to the income management side of the finance team if required
- Dealing with general finance queries, taking payments and general administration.

Safeguarding Responsibilities

- The provision of a safe environment in which children and young people feel heard
- Being aware of the indicators of abuse and neglect
- Ensuring vigilance in recognising changes in behaviour or mood
- Reporting safeguarding concerns in line with the School's Safeguarding Children and Child Protection Policy
- Attending Safeguarding training and updates as requested by the School

The duties of this role meet the definition of regulated activity relevant to children and an enhanced DBS check with children's barred list is appropriate.

General

This job description is current at the date of advertising but may be changed to reflect or anticipate changes in the job commensurate with the salary and role. Annual objectives will be agreed between the post holder and their line manager. The job description and person specification does not form part of a contract of employment and each individual task may not have been precisely identified within the duties and responsibilities above. It would be expected that the post holder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

Personal Specification

Purchase Ledger Assistant		
Criteria	Essential	Desirable
Qualifications		
No specific formal qualifications are necessary		
Skills and experience		
Previous experience of being solely responsible for the purchase ledger process preferably using SAGE 200 and spindle, as well as making payments by BACs	✓	

Experience in developing and implementing processes to improve systems related to financial administration	✓	
Experience of working in an Accounts office and of month end reconciliations	✓	
Experience of using and maintaining databases & finance systems, together with an excellent level of knowledge of Microsoft Word and Excel	✓	
Personal Attributes		
Strong communication skills, with the ability to build rapport and trust with customers	✓	
Teamwork - Actively seek to promote positive and open working relationships, co-operating and liaising with others to achieve goals	✓	
Build and maintain an environment of co-operation and trust within the team and with customers	✓	
Demonstrate initiative by challenging ways of working and be willing to go beyond the normal constraints, work flexibly and apply lateral thinking approaches to problem solving	✓	

Terms and Conditions

The post holder is expected to work 22.5 hours per week over 3 days with a 30-minute unpaid lunch break. The position is part time and the standard hours of work are 8.30am - 4.30pm, although we can be flexible. The role is permanent and subject to a 6-month probationary period.

Benefits

The successful candidate will be able to take advantage of a number of benefits which include:

- Working as part of a committed and talented team of professionals
- Competitive salary
- Membership of the Schools' administrative pension scheme
- Life insurance benefit as part of pension membership
- Access to our on-site fitness suite
- Free lunch and refreshments during the school day
- Access to our employee assistance programme providing a 24-hour counselling and advice line
- Support for your continuous professional development

Safeguarding Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Applications and Deadline

For more information about Merchant Taylors' School, Liverpool why not visit our website <https://www.merchanttaylor.com/>

If you would like to apply for this rewarding role please go to <https://www.merchanttaylor.com/join-our-team/support-staff-vacancies/>

Candidates should submit an application form via email to recruitment@merchanttaylor.com or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP.

Closing date midday on Friday 14th October.