

LEARN MORE ABOUT

Joining the MSJ Family



MALVERN ST JAMES
Girls' School



judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of **'Excellent'** in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care

WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 3 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. ISI recognised the exceptional standard of boarding with an **'Outstanding'** inspection

and support for pupil and staff mental wellbeing. In 2022 it was recognised by The Times newspaper as one of the top ten best secondary schools in the West Midlands for academic achievement.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.



& 55 PURCHASE LEDGER PURCHAS NG CLERK JOB DESCRIPTION

AT A GLANCE



39 HOURS PER WEEK
52 WEEKS PER ANNUM



REPORTS TO
FINANCE MANAGER

ABOUT THE ROLE

Malvern St James is seeking to appoint a Purchase Ledger Clerk, this is an exciting opportunity to play a key role in the day to day finance operations of the school.

The post holder will report to the Finance Manager and use strong communication skills to work as part of an established team, as well as carrying out a variety of independent tasks.

The role is primarily focused on maintaining supplier data, processing supplier payments and invoices, ordering goods and budget management, as well as providing some general administrative support to the finance operation.

The Purchase Ledger Clerk will:

Key Responsibilities and Tasks

- Cross departmental communication
- Maintain all supplier data on the purchase ledger, including verification of bank details.
- Providing and recording Purchase Order requests and ensure order within approved budget.
- As purchase invoices arrive, distribute to delegated budget holder and ensure reviewed and approved in a timely manner.
- Manage staff expense claims and ensure evidenced and authorised by relevant delegated budget holder.
- Reconciliation of supplier statements and requesting copy invoices where necessary.
- Bank reconciliation daily.
- Processing credit card statements
- Counting charity cash and ensuring correct payments to charities.

KEY RESPONSIBILITIES (CONTINUED)

- Enter all purchase invoices on to the finance system (PASS Finance).
- Prepare weekly supplier payment BACS run for approval by Finance Manager and Director of Finance.
- Issue remittance advice notes to suppliers following payment.
- Make payroll payments to HMRC and Pension providers.
- Check nominal ledger accounts that invoices are posted to
- Maintain Delegated Budget Holder data.
- Ensure that budgets are being used in line with budget approval and escalate where necessary.
- Issue monthly budget reports to budget holders (generated by PASS Finance).
- Support budget holders with department ordering, seeking opportunities for best value and cost savings.
- Responsibilities and duties may vary from time to time as the position evolves. A flexible approach to all aspects of this role is essential.

All School staff are expected to:

- a. Work towards and support the School vision and the current School objectives outlined in the School Development Plan
- b. Support and contribute to the School's responsibility for safeguarding pupils
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- d. Work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the Staff Handbook and Regulations
- i. Undertake other reasonable duties related to the job purpose required from time to time
- j. Adhere to School Safeguarding and Child Protection Policies.



PERSON LEDGER CLERK

PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Two years' experience as a Purchase Ledger Clerk, or similar role	Essential	Application Form
Previous Experience in the education sector	Desirable	Application Form
GCSE English & Maths (C/4 or above)	Essential	Application Form
Proven organisational and time management skills	Essential	Interview
Excellent communication skills	Essential	Interview
High attention to detail	Essential	Application Form Interview
Able to multitask and to prioritise effectively	Essential	Application Form
Good working knowledge of Microsoft packages. Good IT skills with a good knowledge of Microsoft Office Suite	Essential	Application Form Assessment Test
Able to multitask and to prioritise effectively	Essential	Application Form
Ability to develop good working relationships with all members of the School Community and Partners, including supply chain.	Essential	Interview

STAFF BENEFITS

AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ Staff benefits* can be seen below:



**COMPETITIVE
SALARY**



**FREE LUNCH
PROVIDED**



**FREE GYM & SWIM
MEMBERSHIP**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**DISCOUNT ON
SCHOOL FEES**



**FREE
PARKING**



**TREAT
THURSDAYS!**

*Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Closing date: 2nd December 2022 We reserve the right to appoint as soon as we find the right candidate.

GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service clearance at enhanced level.



MALVERN ST JAMES

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