



# LMH

## Lady Margaret Hall

### Further Particulars

#### Purchase Ledger Clerk

Lady Margaret Hall, a college in the University of Oxford, has a clear vision of the future and strategy for achieving it. LMH, as it is fondly known, was founded in 1878 with a dual passion for learning and for equality, making it possible for the first time for women to study at Oxford. Today, the College continues to draw inspiration from this great foundation vision. It is now a co-educational academic community of 400 undergraduate and 180 postgraduate students, utterly committed to research and scholarship and to effective, highly personalised teaching and learning for students from all backgrounds.

Lady Margaret Hall has a turnover of £9m and an endowment of £36m. Although not large by corporate standards, university colleges are complex environments that require sophisticated and sensitive management.

#### **Main Purpose of Job:**

The Purchase Ledger Clerk will be responsible for the Vendors' Ledger function and Staff and SCR battels as well as Banking cover for the cashier.

#### **Relationships:**

|                         |   |
|-------------------------|---|
| <b>Responsible to:</b>  | College Accountant  |
| <b>Responsible for:</b> | No direct reports   |
| <b>Liaison with:</b>    | Accounts staff, budget holders, cheque signatories, members of the SCR and external suppliers |

#### **Main Tasks:**

##### **Purchase Ledger**

- Purchase Order control;
- Reception of supplier invoices/credit notes and entry into the accounting system;
- Distribution of invoices to departmental managers for authorisation;
- Input of authorised invoices/credit notes on a daily basis;
- Regular liaison with budget holders to resolve invoices received but not authorised;
- Reconciliation of supplier balances to statements on a monthly basis;
- Selection of authorised invoices and authorised payment requests for payment based upon agreed credit periods and cash flow availability;
- Preparation of payment batches, interface to the Barclays.net Banking BACS facility, production of BACS payment reports and remittance advices;
- Creation of international payments and same day inter-bank payments using the Barclays.net facility;
- Circulation of remittance advices to suppliers (electronically or in paper form);
- Temporary and permanent filing of invoices, credit notes, purchase orders, supplier statements, BACS and output reports in a regular, timely and accurate manner;
- Assistance with data for preparation of the monthly management accounts
- Maintenance of supplier details and credit applications

##### **Accounting for credit card payments**

- Monthly accounting of authorised expenditure made by College credit cards, including liaising with card holders for relevant documentation and coding.

## **Staff and SCR battels**

- Raising invoices, providing Payroll Clerk with payroll deductions and issuing statements

## **General**

- Petty cash processing.
- Provision of support to other members of the Accounts Department at times of peak activity and during holiday periods, including covering other job responsibilities.
- Ad hoc projects as required.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the College's organisation and the overall objectives of Lady Margaret Hall.

## **Person Specification**

### **Essential**

- Experience, knowledge and skills necessary to ensure accurate and timely processing of purchase orders and invoices;
- Ability to protect sensitive personal data and act with discretion;
- Ability to structure and carry out complex reconciliations;
- Good working understanding of accounts and debits and credits;
- Excellent IT skills, including knowledge of Microdof Excel and Word
- Disciplined and organised approach to work and attention to detail;
- Flexibility in providing cover for colleagues, when required;
- Ability to multi task and correctly prioritise the workload;
- Ability and confidence to work under minimal supervision;
- Interest in the activities of the College, a friendly and confident manner and a desire to offer excellent standards of service;
- Ability to establish good working relationships with colleagues both within the department and across departments.

### **Desirable**

- Experience of working within an Oxford College Accounts team
- Accountancy training at technician level

## **Terms and Conditions**

The role will be 30 hour per week with a FTE salary of £22k per annum (pro rata). Benefits of working for the College include 35 days holiday (including bank holidays) pro rata for part time appointments, the option to join a University pension scheme and one free meal whilst on duty and the kitchens are open, when the Kitchens are closed a meal allowance will be paid.

Applicants must be eligible to work in the UK.

To apply for this position, please complete an application form and equal opportunities monitoring form, available from <http://www.lmh.ox.ac.uk/about-lmh/jobs> and send this by email to [recruitment@lmh.ox.ac.uk](mailto:recruitment@lmh.ox.ac.uk), or post to the HR Office, LMH, Norham Gardens, Oxford, OX2 6QA.

A principal aim of this College's Equal Opportunities Policy is to ensure that in the recruitment, selection, training, appraisal, development and promotion of employees, the only consideration must be that the individual best meets, or is likely to meet, the requirements of the programme or course or post.

Lady Margaret Hall is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from

prejudice, intimidation and all forms of harassment, including bullying. We seek to ensure that no-one suffers, either directly or indirectly, as a result of discrimination.

Lady Margaret Hall has a range of family friendly policies.

Issued by the HR Office  
December 2017