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Founded in 1555, Trinity College is a member of the collegiate University of Oxford renowned globally for its academic excellence. The College is situated in the heart of Oxford and is easily recognisable by its iconic blue gates and beautiful gardens. Our community which is made up of between 150-250 staff members, over 300 undergraduates and 100 graduates is exceptionally friendly; we welcome everyone and are committed to giving all members, from all backgrounds, the chance to succeed.

**Job Title:**

**Part-time Purchase Ledger Assistant 0.2FTE**

*(Please be advised that the candidate must be able to work on site.)*

**Reporting to:**

The College Accountant

**Job Contribution:**

Purchase Ledger administration is an important role within the small finance team at the College where a substantial number of invoices are processed each month

This role will assist the Payroll and Purchase Ledger Administrator with the administration of the Purchase Ledger

**Main duties and responsibilities of Purchase Ledger Administration:**

* Maintain the supplier details on the purchase ledger
* Verify supplier bank details in line with College process notes
* Verify employment status using the HMRC employment status tool
* Maintain daybook of supplier invoices and control the authorisation process for invoices to ensure that suppliers are paid in a timely fashion for valid invoices
* Batch process invoices and credit notes
* BACS payment runs twice monthly and payment by cheque and direct transfer as required.
* Respond to supplier queries and monitor aged creditor reports
* Reconcile the Purchase Ledger to the Nominal ledger monthly
* Payment of the out-tuition fees termly
* Process the payment of SCR wine invoices and adjust the wine and spirit stock where necessary

**Other:**

* As a term of your employment, during leave or illness absences you may also be required to assist/deputise other members of Bursary staff as required

**Qualities and Experience:**

At least 2-3 years’ experience in purchase ledger (desirable)

Knowledge of VAT and experience of working in a partial exemption environment (desirable)

**All Essential:**

Working knowledge of MS Office applications and experience of accounts systems

Good self-organisation and time-management skills.

High levels of accuracy and attention to detail

Ability to work accurately under pressure

Excellent communication and inter-personal skills

Strong administrative and organisational skills

Experience of working successfully as part of a busy Accounts team

**Qualifications:**

Good general education

**Hours:**

7.5 hours per week 0.2FTE based on 37.5 hours per week FTE (3.75 hours per day for two mornings 0900 – 1245. Days *TBC*. Normal working days are Monday to Friday)

Annual Salary: £5,200.00 - £6,000 (based on £28-30,000 FTE) based on experience

**Benefits:**

10 days annual holiday, membership of OSPS Pension Scheme

**To apply:** Please send a covering letter/application and your CV to the College Accountant: [nasera.cummings@trinity.ox.ac.uk](mailto:nasera.cummings@trinity.ox.ac.uk); the closing date for applications is **12 noon on Friday 3 February.**