

# JOB DESCRIPTION

<b>Job Title</b>	Accounts Assistant- Purchase Ledger		
<b>Reports to</b>	Accounts Payable Manager		
<b>Department</b>	Finance		
<b>Job Family</b>	<b>Business Services</b>	<b>Level</b>	<b>2</b>

## About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

## About the Department

Accounts plays a key role within the Operations Department which also includes IT and Library, Campus Services and Campus Developments. It provides:

- A full strategic planning and analysis service to the School's senior executives.
- A full management information and business partner service to the School's senior management.
- A full customer facing finance service to support the day to day running of the School which includes all transaction processing services – purchase invoicing, payroll and expenses; banking and treasury management; sales invoicing and credit control; research grant funding support; and the processing, reconciliation of, and reporting on, fundraising.
- A full corporate governance and compliance provision to the School and its subsidiary companies including managing and reporting on internal controls; financial accounting and reporting; insurance, tax, VAT and legal, HEFCE and Charity requirements; and audits.

- A full purchasing and procurement service to the School's Budget Holders to deliver Value for Money.

The key objectives of Accounts in the School Plan include:

To deliver change and support planning work to achieve the School's strategy over the medium term (5 years to 2017/18) and longer term (to 2024/25).

To maintain and continually improve the internal control environment ensuring the integrity and accuracy of the School's finances and meeting all corporate governance requirements.

To deliver accurate, timely and highly rated management information and business partner support, ensuring financial considerations are an integral part of decision making across the School.

To deliver and demonstrate delivery of value for money across all School activities.

## Job Purpose

Processing of the School's custom program and student association purchase ledger. Process and manage internal recharging of central contracts (e.g. Stationery, printing, telephone, travel and courier service). To assist purchase ledger manager in monthly reporting/KPIs. To provide cover and general support to the Accounts Department by assisting with general enquiries, posting journals and dealing with the needs of faculty, staff and students. Ad hoc tasks as directed by the Accounts Payable Manager.

## Key Areas of accountability and Key Performance Indicators (KPIs)

### Key areas of accountability:

- **Processing of purchase ledger invoices and payments for the Executive Education Custom programs and LBS Student Association, Sun Procurement and Sun Accounting systems.**  
To pay all supplier invoices accurately and within the agreed time
- **Daily supplier account query and resolution**  
Respond to all queries within 24 hours of receipt.
- **Production and review of a weekly BACS run**  
Ensure all invoices ready for payments are included in the BACS run.

- **Expenses – queries and daily uploads**

Upload the expenses daily

Respond to expense queries within 24 hours of receipt

- **Monthly Creditor account with Debit balances Analysis as required**

Ensure accurate credit balance reporting and deal with any debit balances showing.

- **Other Tasks**

Any other duties as required by line manager

Provide cover to other team members as required

**KPIs:**

- High quality support service provided to all stakeholders
- Development of relationships within and outside the department and positive feedback from colleagues
- Compliance for processed, procedures and standards
- Timely response to and resolution of enquiries, requests and issues
- Accuracy of financial records

**Knowledge/Qualifications/Skills/Experience required**

- Good GCSE level English and Maths.
- Bookkeeping, AAT or equivalent qualification or qualified by experience.
- Opportunity to continue training and developing.
- Although some of the tasks are of a routine nature it requires someone who is capable of thinking independently – an opportunity to grow and learn with the job.
- Previous high volume purchase ledger experience.
- Experience of using Sun Accounts & Procurement package, is advantageous.
- Team player but also able to work independently
- Good communication skills and the ability to address a variety of stakeholders
- Sound working knowledge of standard IT packages, systems and/or databases
- Proactive approach to relationship development with colleagues
- Good attention to detail

**Resources including team management**

Non-managerial position

<b>Staff</b>	None
<b>Budgets</b>	None
<b>Date Updated</b>	August 2023