



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Purchase Ledger Executive	PAY BAND:
FUNCTION:	Financial Accounting	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Financial Accounting function are responsible for the management of transactional finance and leading on production of The Trust's statutory accounts and regulatory reporting. This includes the management of sales ledger and purchase ledger and treasury functions and overseeing The Trust's purchase-to-pay processes	

WHERE YOU WILL FIT

CEO	Financial Controller	Head of Finance Operations	Financial Transactions Manager	Purchase Ledger Executive
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will be responsible for all aspects of the Purchase Ledger transactional processing activity including the processing of supplier invoices and payments, staff expenses, payment cards and maintaining the processes and controls for all methods of payment. You will be responding to supplier and staff queries.

This is a key role in delivering financial support and information to The Prince's Trust to ensure its continued delivery of programmes and support for young people.

WHAT WILL YOU DO?

Maintain an accurate and robust end-to-end process of purchase to pay by:

- The timely and accurate processing of supplier documents, supplier payments and other financial payments.
- Ensuring financial control in the processing, authorisation and payment of supplier and non-supplier payments.
- Achieving and maintaining team and individual objectives and KPIs as monitored by the Financial Transactions Manager.
- Providing professional, clear, and timely responses to queries from suppliers and colleagues around the Trust in relation to Purchase Ledger transactions and activities.
- Providing training and support to finance and non-finance colleagues, to ensure adherence to financial governance and controls.
- Problem solving and issue resolution with clear and timely escalation where required.
- Processing staff expenses and travel costs in an accurate and timely manner.
- Reconciling and processing procurement and payment cards and accounts, including hard and virtual cards, Equals (petty cash cards) and the Amazon account.
- Monitoring team email inboxes and responding within required service standards.
- Contributing to continued process improvement
- Other ad hoc duties as commensurate with the role

THE SKILLS YOU'LL BRING



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All the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but do not have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Understanding of standard accounting principles and double entry book-keeping principles	To ensure that the information we hold in the Trust's ledger accords to the accounting principles and practices.
Excellent time management skills with the ability to prioritise tasks and work to tight deadlines	Working to deadlines is essential to ensuring that the timely processing of supplier payments
Good written and verbal communication skills when dealing with a variety of stakeholders.	We are confident, open, and friendly communicators and always strive to update stakeholders of our progress.
Knowledge of basic VAT and tax rules that apply to charities	Understanding the complexities of VAT and Corporation Tax is important as this has significant impact on the work we do.
Experience	Why do we need this?
Previous experience working in purchase ledger or similar environment	Working for a large charity can sometimes bring in challenges of having to complete multiple tasks at once, and to tight deadlines
Experience of using a finance system	Our team uses a dedicated purchase to pay system to manage the Accounts Payable process, so it is desirable that you have experience of using a finance system.

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience of dealing with high volume invoices in a busy environment	Our team manages all supplier payments on behalf of the Trust, so it is important that you can deal with high volume flows to ensure that payment deadlines are met.
Skills & Knowledge	Why do we need this?
A good team player with strong work ethic	You will need to work and communicate with staff from within the team and across the organisation.
Experience of providing/facilitating training to stakeholders	Workshops are used to support the delivery of training with stakeholders across the Trust.
Working towards a recognised accounting or accounts technician qualification	To ensure that the information we hold in the Trust's ledger accords to the accounting principles and practices.






WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

Here at The Prince's Trust, we are committed to equality, diversity, and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity, and perspective. More importantly, creating an environment where everyone, from any background, can be themselves and do the best work of their lives is the right thing to do.

We are a Stonewall Diversity Champion, and we are Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT NOW (Network of Women), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, [click here](#)

 Inspiring We lead by example	 Approachable We are open minded and value diversity	 Empowering We enable positive change	 Non-Judgemental We focus on the potential, not the past	 Passionate We are absolutely committed to supporting young people
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OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others by demonstrating reliability You engage in challenges with optimism and resilience You are authentic and bring your unique talents to work, encouraging others to do the same	You seek out opportunities afforded by change, adapting accordingly and to enhance own development and build expertise. You suggest improvements and alternative approaches wherever appropriate You give and receive feedback, harnessing new information to improve your own performance	You're approachable, clear, and professional You treat people as individuals, tailoring communication and influencing style accordingly. You communicate difficult messages and challenge others' thinking effectively You listen to others with empathy and sensitivity You act as an ambassador for The Trust whenever communicating externally	You offer support to colleagues and ask for help when needed You manage the expectations of others, gaining buy-in where required You share knowledge and information You build relationships with others across The Trust and externally, where appropriate You act as an ambassador for your own team across The Trust	You manage projects effectively; planning, organising resources and reprioritising as required You monitor progress towards milestones, taking actions to ensure deadlines are met You make effective, data-driven decisions, considering consequences and consulting with others where appropriate You take the initiative to solve problems and develop several potential solutions

THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.