

Person Specification

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| Post | Purchase Ledger Clerk |  | Dept | Financial Services |
| Grade | Scale 4 |  | Ref No | 117-24 |

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| Education / Training |  | | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| English & maths GCSE (A – C/4 grade) or equivalent | | | E | AF/ I |
| Relevant Experience | |  | E / D |  |
| Experience of computer-based systems  Experience of using a range of computer packages including Word, Excel, databases, email and internet  Computerised purchase ledger experience including cash handling  Experience of using a computerised purchase ordering system  Experience of working within the FE sector | | | E  E    E  E  E | AF / I  AF / I  AF / I  AF / I  AF / I |
| Relevant Knowledge/ Skills & Aptitudes | |  | e / d | Measured By |
| Ability to work accurately and adhere to strict deadlines  Ability to communicate with customers at all levels – face-to-face, on the telephone and in writing  Ability to work unsupervised  Ability to organise and prioritise workloads  Knowledge of basic accounting procedures  Preparation of reports/statistical informatio | | | E  E  E  E  D  D | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| Special Requirements | |  | E / D |  |
| The successful post holder would be expected to have a flexible approach to their work.  The successful applicant will need to have a DBS check to work in the College environment.  The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality  Must be willing to undertake appropriate training and development in order to meet the requirements of the college.  Awareness of health and safety requirements.  Commitment to the principles of valuing diversity and equal opportunities.  Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. | | | E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |