

Matrix Academy Trust

Job Description – Purchasing Manager

Reports to:	Finance Manager
Arrangement	<p>Full time – 37 Hours</p> <p>Monday to Thursday 8.15am to 4.15pm</p> <p>Friday 8.15am to 3.45pm with half an hour lunch.</p> <p>All year round (including school holidays)</p> <p>26 days' holiday + 9 bank holidays</p>
Salary	Scale Group 12 Spine Point 45-48
Main Purpose	To provide leadership and management to the Accounts Payable (AP) teams, supporting all schools within the trust ensuring pupils education remains priority.
Main Duties:	<ul style="list-style-type: none"> · Line manage Purchasing department, developing procedures, monitor and spot check processes are being followed · Actively support good communication practices within your work and promote and maintain good team work · Ensure deadlines are met by you and your team, develop and manage a shared calendar · Training of team members, along with any new members of staff, ensuring training manuals are kept relevant and up to date · Provide KPI data to the Finance Manager · Provide finance support to headteachers and all school staff · Ensure effective systems of internal control are followed in accordance with the trust Financial procedures · In conjunction with the Finance Manager, prepare training sessions for other members of the finance team and school based staff to ensure compliance with statutory requirements and to strive for efficiency with all working practices. · Oversight of all accounting systems relevant to your department (e.g. Yooz, Sage, Weduc, Fusion, etc.) · Assist Finance Manager in developing, implementing and managing new systems. · Overseeing PO queries from supplier, budget holders and other finance staff to ensure prompt resolution · Support the finance team with processing of complex transactions on the accounting system providing advice, guidance and training to upskill every member of the team · Working with the Procurement & Contracts Manager to ensure accurate approval is sought · Assist the FM and FD with internal and external audits <p>Ensuring efficient operation according to agreed procedures being responsible for:</p> <ul style="list-style-type: none"> · The ordering, processing and purchase of all goods and services provided to the trust · Review all necessary quotes and tender paperwork is attached to orders and in line with purchasing thresholds · Final Sign off and close of Debtors · Ensure debtors are making swift payment following the debtor control timeline, taking legal action where necessary to recover bad debts · Final review, prior to cancelling and maintaining an accurate PO/Commitment report · Review if discounts are available through various routes · Monthly School fund balance review · Ensure trip leaders are receiving budget reports on a timely basis · Trip reconciliation and summary reports for trips · Trip Calendar including key dates such as payments due to supplier, deadlines for student and trip dates · Timely reconciliation of charity accounts ensuring charities are paid promptly

	<ul style="list-style-type: none"> • Management of the WeDuc system • Development of the WeDuc system to help support processes and efficiencies • Reconciliation of negative parent accounts • Review interaccount movement between School and Public Funds, and adding to the bank ready for FO final review <p>Although our schools and trust are cashless you may on the rare occasion be required to:</p> <ul style="list-style-type: none"> • Ensure any cash/cheques have been collected, recorded and banked • Advise schools on the process of cash collection if this is the only solution • Ensure that cash is always kept securely and within insurance limits • Primary Safe Key holder • Timely review of safe contents to the Finance Manager <p>General</p> <ul style="list-style-type: none"> • Attend and be an active member in finance meetings, taking notes and creating action plans when required • Develop and utilise SharePoint and Teams ensuring all documentation, guidance and procedures are shared • Designate and complete necessary work and updates through Teams • Represent the Trust Finance team on appropriate regional and national events • Develop close working relationships with Academy Leadership Teams and staff, to respond to queries and requirements. • Liaise with the software providers to ensure that any issues are quickly resolved and cause minimal disruption to the operation of the finance team. • Ensure all staff annually archive financial records, including scanning disposal and rotation • To be accountable to the FD for delivering finance services efficiently and effectively within the trust • Liaise with trust bankers regarding transaction detail when necessary • Keep accurate data and financial records for all income and expenditure • Contingency for BACS/Faster payments.
Additional duties:	<ul style="list-style-type: none"> • Developing and understanding of trust policies and procedures, complying with their contents and raising concerns in a timely manner • Actively participating in the Performance Management processes within the trust • Identify personal training needs and participate in training and performance development whenever required • Be aware of, support and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the trust • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • To undertake any other duties appropriate to the grade of the post • In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people • To undertake any duties reasonably directed by Chief Financial & Operating Officer / CEO

This job description may be amended at any time, following consultation between the CFOO and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The CFOO retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:
Postholder Signature: Date:

Person Specification – Purchasing Manager

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications and skills		
Holding a relevant Finance/Accounts qualification	D	A/I
Training in a variety of accounts packages	E	A/I
Experience and Knowledge		
Working within a finance department / similar role (minimum of 2 years)	E	A/I/S
Line management of a team (minimum of 2 years)	E	A/I/S
Understanding of accounting processes and procedures	E	A/I/S
Ability to work between different sets of data	E	A/I/S
Excellent levels of competence in Excel, Word, Outlook and computerised accounting software	E	A/I/S
Public sector experience	D	A/I
Using a variety of accounts packages, Sage preferable	D	A/I
Use of authorisation software	D	A/I
Practical Skills, Personal Qualities and Behavioral Attributes		
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	A/I/S
Effective team worker	E	A/I
Ability to establish good working relationships	E	A/I
Self-motivated and enthusiastic	E	A/I
An ability to work under pressure and meet targets and deadlines	E	A/I/S
Able to work in a busy role that often demands high levels of concentration	E	A/I
Able to respond effectively to changing priorities	E	A/I
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	A/I
Able to confidently handle queries and challenges	E	A/I
Willingness to learn new skills and undertake relevant professional development	E	A/I

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record.