

POST TITLE: ACCOUNTS AND PURCHASING CLERK		DEPARTMENT: ADMINISTRATION		
Specification		Essential	Desirable	Identified by
Qualifications and Training				
AAT Level 2 Certificate in Accounting or be prepared to work towards and achieve it		x		AF/CQ/I
GCSE's or equivalent, including mathematics and English		x		AF/CQ/I
Experience				
Experience of working with the SAGE computer accounts package / software		x		AF/CQ/I
Experience of working in an accounts department in a similar role		x		AF/I/R
Ability to deal with suppliers on the telephone		x		AF/I/R
Knowledge of basic accounting and bookkeeping procedures		x		AF/I/R
Experience of an integrated IT system for the paying of invoices		x		AF/I/R
Previous experience of managing sales and purchase ledger activities		x		AF/I/R
Skills, Knowledge & Abilities				
Good communication, interpersonal, time management skills		x		I/R
Highly organised and able to juggle several tasks simultaneously		x		I/R
Excellent awareness and practise of confidentiality		x		I/R
An awareness of equality and diversity issues in a training / educational environment			x	I/R
To be able to work with the minimum of supervision and with a variety of tasks		x		I/R
Ability to use a calculator, perform basic arithmetic, and perform routine computer data entry		x		I/R
Ability to understand and follow verbal and written instructions		x		AF/I/R
Considerable knowledge of the full range of cashiering, bookkeeping, and accounting duties of the office		x		AF/I/R
Ability to identify and take appropriate action on problems with the College's documents, fiscal accounts, and its records		x		AF/I/R
Ability to work under pressure and to prioritise		x		AF/I/R
Excellent attention to detail		x		AF/I/R
Relevant ICT skills and competence in using Microsoft Office packages, to include the ability produce and amend word processed / spreadsheet documents		x		AF/CQ/I
Personal Attributes				
Adaptable / flexible		x		AF/I/R
Demonstrates initiative		x		AF/I/R
Assertive although calm under pressure		x		AF/I/R
Positive Attitude (constructive, optimistic, willing individual)		x		AF/I/R
Accountable (being responsible for your actions)		x		AF/I/R
Personal Integrity (acting ethically, communicating openly and honestly)		x		AF/I/R
Results driven		x		AF/I/R
Developing self and others		x		AF/I/R
Confident communicator		x		AF/I/R
A willingness to undertake additional tasks and responsibilities as may be directed by the Lead HR & Admin		x		AF/I
Completed by: Lead HR & Admin		Date: September 2026		

Key AF = Application Form CQ = Certificate of Qualification R = References
 OT = Occupational Testing CRB = Criminal Records Bureau I = Interview

This specification has been prepared in line with the requirements of the College's Equality & Diversity Policy.