



NATIONAL HORSERACING COLLEGE JOB DESCRIPTION	Ref: HR1-21a Revision Date: Revision:
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POST TITLE: Accounts and Purchasing Clerk

DEPARTMENT: Administration

SUPERVISOR: Lead HR & Admin

LINE MANAGER: Chief Executive

DATE COMPILED: September 226

GENERAL

The post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject, and: -

- With full regard for National Horseracing College's equality and diversity, health and safety and safeguarding children and young people, prevent duty and British values requirements;
- To achieve individual and team targets assigned through the College's annual planning and staff appraisal processes;
- Subject to National Horseracing College's approved strategies, policies and procedures.
- Any breach of confidentiality in relation to the sensitive information, Code of Conduct, ICT usage Policy, College staff or learners, is considered a dismissible offence.

This job description sets out the duties of the post at the time of preparation, but these may vary. Any changes to the duties and responsibilities are implemented after consultation with the post holder. This job description will be subject to annual review as part of the staff appraisal process.

ROLE & RESPONSIBILITIES

The Accounts and Purchasing Clerk is responsible for providing support to the Finance Director and to contribute to the efficient operation of the financial systems, ordering, administering the equine facilities hire and running the college shop.

MAIN DUTIES

1. Provide support to the Finance Director
 - 1.1 To maintain a computer-based book-keeping system for the two companies NHC and NHC Trading Ltd.
 - 1.2 To maintain petty cash systems.
 - 1.3 Administer iCompleat – system uploads invoices by email (accounts mailbox), forward to the iCompleat e-mail address which uploads to iCompleat. Check each invoice and allocate to the correct nominal code and the correct approver, once the CEO approves payment, it is pushed through to Sage prior to payment.
 - 1.4 To pay creditors and send out / email remittances.
 - 1.5 To process sales invoices and send out statements for overdue payments this includes Doncaster College coach parking.
 - 1.6 To process card machine transactions.
 - 1.7 To implement the VAT matrix and departmental codes.
 - 1.8 To provide financial information and analysis for departments on: -
 - Feed costs / purchases
 - Straw & haylage costs / purchases
 - Tack costs / purchases
 - Utilities usage
 - Petrol & diesel costs / purchases
 - Printing & Photocopying costs
 - Electricity Consumption

- 1.9 To record and post to computer, purchase invoices, cheque book and paying-in details, bank payments etc.
- 1.10 Forward any, and all cheques to Virgin Money for payment into the appropriate bank accounts (NHC or NHC Trading).
- 1.11 To visit the bank as and when required to pay in / draw out monies.
- 1.12 To operate a daily excel cash flow.
- 1.13 To reconcile all bank statements within NHC and NHC Trading Ltd.
- 1.14 To set up direct debit instructions as necessary.
- 1.15 Input of monthly stock figures from spreadsheets for both companies.
- 1.16 Monthly recharging to MIGAR homes for bedsit utility usage.
- 1.17 Pay SYPA, and PAYE (monthly).
- 1.18 Pay contracted staff (Roving and RSDP Instructors) on production of fully authorised invoice.
- 1.19 To administer the Foundation Course refundable deposits.
- 1.20 Supporting the Accounts Clerk and Finance Director with the annual audit, hosting auditors and ensuring stock takes are completed on the 31st of July or the nearest working day to it.

EQUINE AND CONFERRING

- 2.1 To administer the bookings of the College's equine and conference facilities, in line with our policy for the same. Liaising with clients and the Lead Maintenance over the logistics for such hirings.
- 2.2 To ensure that invoices are raised for the booking of facilities in line with our paperwork / policy for the same.
- 2.3 To reconcile the gallop and arena bookings at the end of each month, raising invoices for Racehorse Trainers as necessary.
- 2.4 To administer the bookings of the College's Conference facilities, liaising with clients and the Lead HR & Admin over logistics for such hiring's. To include but not restricted to: -
 - The setting up of the rooms and clearing away afterwards
 - Liaising with the catering department for provisions, tea, coffee, juice, biscuits, and paper cups
 - Ensuring that there is fresh milk
 - Liaising with Admin colleagues over locking the Conference facilities on any period of leave and/or absence
- 2.5 To ensure that invoices are raised for the booking of the conference facilities in line with our paperwork / policy for the same.

SHOP RELATED DUTIES

- 3.1 To ensure sufficient stock is kept meeting clients' requirements.
- 3.2 To order stock as and when appropriate keeping a rigorous check on monthly expenditure and prices, liaising with the Lead HR & Admin, and amending as and when necessary.
- 3.3 To apply for Credit Accounts with suppliers as and when appropriate.
- 3.4 To complete a monthly stock check.
- 3.5 To ensure the monies held in the cash box are kept to a minimum, are paid into Accounts weekly.

ANCILLARY DUTIES

- 4.1 To be responsible for the monthly submission of cleaning orders for the Domestic Team.
- 4.2 To be responsible for the monthly submission of stationery orders.
- 4.3 To be responsible for ordering diaries and wall charts annually.
- 4.4 To take payments using the credit card machine
- 4.5 In the absence of a dedicated Receptionist, along with other admin staff; ensure that telephone calls are answered and dealt with in a polite and efficient manner, with messages taken and passed on as and when appropriate.

OTHER DUTIES

To undertake any additional duties commensurate with the grade of the post that may be required in addition to those already stipulated.

RISK ASSESSMENT

A risk assessment has identified that the following hazards are associated with the undertaking of the duties and responsibilities of this post.

☒ regular visual display unit (VDU) use	☐ normal vision/normal colour vision* is essential
☐ driving vehicles	☐ working in a noisy/dusty* atmosphere
☐ preparing, handling or cooking food	☐ use of/working near* machinery
☐ working in a food preparation area	☐ use of hazardous substances
☐ lone working	☐ working at heights
☐ other – <i>please specify</i>	

* delete as appropriate

POST HOLDER'S AGREEMENT

I understand and agree to the duties and responsibilities of this post.

Post Title:	
Name (please print)	
Signed:	Date:

Send a signed copy to Human Resources for your personal file.