



INSTITUTE FOR ANIMAL HEALTH COMPTON LABORATORY

LEDGER CLERK - POST REF: 09/0030

JOB DESCRIPTION

The Institute for Animal Health (IAH) is one of five research institutes of the Biotechnology and Biological Sciences Research Council (BBSRC) and is at the forefront of research into animal diseases.

It is based on two sites: **Compton (near Newbury)** where this post is based, and **Pirbright (near Woking)**. In total, the Institute employs some 400 staff and, at any one time, is host to up to 50 students and visiting scientists

PURPOSE

This role is required to carry out a number of duties within the financial accounting section primarily managing the purchase and sales ledger sections and to aid the assistant financial accountant and the financial accountant in the provision of accounting services for the institute.

JOB DESCRIPTION

- To manage the Sales ledger ensuring all sales invoices are raised from sales requests and sent to customers promptly
- Manage the Credit Control process and prepare reports for management
- To manage the Cash Book process and reconcile with the Bank Statements
- To control the PhD payroll and other payroll duties as required
- Reconcile Balance Sheet suspense accounts
- To manage the purchase ledger, liaising with the procurement section to ensure all purchase invoices and expense claims are correctly coded and properly authorized against approved authorization lists and solve any queries that arise.
- Ensure all BACS and other payments are undertaken as required by IAH policy
- To reconcile creditor accounts with supplier statements regularly
- To deal with all general enquiries from both internal and external sources
- To support both the Financial Accountant and the Assistant financial Accountant to ensure the smooth running of the section.

The job description is only an outline of the tasks, responsibilities and outcomes required of the role. The jobholder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and personal specification may be reviewed on an ongoing basis in accordance with the changing needs of the Human Resources Division and the Institute for Animal Health.

DUTIES AND RESPONSIBILITIES

All employees shall actively participate in the IAH-wide quality assurance system in conjunction with the Institute Quality Manager. Employees are also expected to safeguard their own health and safety and security by following IAH policies and all employees are responsible for the Health and Safety and security of staff under their management.

Any other duties as required

QUALIFICATION AND EXPERIENCE

Essential

- To be part AAT qualified or to be qualified by experience.
- To be capable of analyzing financial data and preparing meaningful written reports for senior management
- Capable of working to strict deadlines with minimal supervision
- Experience of working with a recognised accounting package particularly covering purchase and general ledgers.
- To be experienced in reconciling bank and other balance sheet suspense accounts
- Ability to communicate effectively both written and orally with financial and non-financial staff on a regular basis.
- Strong team working capabilities
- Ability to prioritise for their own work.

Desirable

- To have a good working knowledge of Microsoft Office
- To have worked in the public or charity sector
- To have good numerical skills.

ADDITIONAL INFORMATION

For additional information or an informal discussion of how the Institute operates and the challenges which will face the successful candidate please telephone or write to the Institute for Animal Health, Compton, Newbury, Berkshire, RG20 7NN (tel. 01635 578411) or email iah.vacancies@bbsrc.ac.uk.

BENEFITS OF THE POST

The post is graded at Band C and is a Supervening Event Temporary Contract expected to last approximately 9-12 months. Starting salary is £21,098 to £23,442 depending on qualifications and experience. On appointment, you are eligible to join the Research Council's Pension Scheme. You have the choice of either:

- an attractive, index-linked defined benefit pension scheme that currently has a 3.5% member contribution rate. The bulk of the cost of this scheme is met by the employer:
or
- a stakeholder pension with a contribution from the employer. Our basic contribution is based on your age, and we pay this regardless of whether you choose to contribute anything. You do not have to contribute if you do not wish to but, if you do, we will also match your contributions up to an additional 3% of pay.

Annual leave is 27 days on appointment plus 10.5 days public and privilege holidays. The Institute has a subsidised child care scheme, staff restaurants and free parking. Staff work a 37 hour week, Monday to Friday.

Closing date: 17th March 2010