



# RECRUITMENT PACK

**SALES & PURCHASE LEDGER CLERK**



**FutureQuals**<sup>®</sup>



01530 836662



info@futurequals.com



futurequals.com



One of the UK's **most progressive** awarding and End-Point Assessment organisations





## Role Purpose

The position is for an Sales/Purchase clerk who will work in the accounts team to support the team with all aspects of accounting compliance. The role offers great opportunity to grow and develop accounting and soft skills.

## Location

EMP House, Coalville

## Salary

Up to £19,000-£21,000,  
depending on experience



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# JOB DESCRIPTION

## Key Responsibilities

- Managing incoming post and ensuring that queries are allocated to the correct department
- Answering the telephone and responding to email queries in a timely manner
- Managing the Finance inbox
- Creating and maintaining spreadsheets
- Processing learner files, using the FutureQuals Learner Management System
- Conducting data cleanses when required
- Creating purchase orders
- Creating sales orders
- Creating delivery & packing notes
- Contacting suppliers arranging deliveries
- Sending statements
- Chasing overdue accounts
- Checking VAT
- Reconciling bank statements
- Setting up new customer & supplier accounts
- Using accounting software
- Producing accurate meeting minutes and distributing in a timely manner
- Supporting and participating in internal audits, as part of the self-assessment and quality assurance processes
- Dealing with all customers and suppliers contact effectively and courteously in order to protect and maintain the reputation of the group.
- Positively representing the Group at external meetings, events, conferences, and exhibitions
- Demonstrating a high standard and quality of work, encouraging this individually and amongst others
- Providing general administrative support for other departments when necessary
- Arranging online meetings, and chasing outstanding actions from meetings
- Producing meeting minutes for the finance department
- Carrying out any other duties as are within the scope, spirit and purpose of the job as requested by the Senior Management Team

# PERSON SPECIFICATION



## Values

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Visionary

Supportive

Innovative

Professional

## Essential Qualifications, Knowledge and Experience

- GCSE education in English and Mathematics (at Grade C or above) or equivalent
- Excellent communication and interpersonal skills both verbal and written with a commitment to managing expectations
- Strong ability to prioritise and manage own workload in a varied work programme
- Experience of maintaining, developing and delivering excellent customer relationships
- Highly analytical and process-driven
- Knowledge of quality systems and processes
- Experience of accurately inputting data on a consistent basis

## Desirable Skills and Abilities

- General management qualification
- Experience of working in a regulated awarding body/organisation
- Experience of further education sector
- An understanding of FutureQuals products and services
- Knowledge of professional business environment
- Proven ability to operate as an effective tactical, strategic thinker and planner
- Project management experience
- Experience of understanding differences in opinions, anticipating potential areas of conflict and proactively managing discussions
- Assessing or Quality Assurance qualification

## ICT Competency Profile

- MS Office Word - Intermediate
- MS Office Excel - Intermediate
- PowerPoint - Intermediate
- MS Outlook - Intermediate
- Internet Browser - Intermediate
- Survey Software - Basic
- Wordpress - Basic
- Online Meeting software (e.g. zoom) - Basic
- SharePoint - Basic
- Sage - Basic
- Polling Apps - Basic
- Digital Forms - Basic
- Mainstream Social Media Platforms - Basic

## Key Behaviours

- Having a proactive attitude to work
- Managing a varied workload
- Using your initiative to prioritise tasks
- Able to use accounting software sage 50 accounts professional
- Proficient in working with Microsoft Excel



# Equality and Diversity



We believe diversity drives innovation and we are striving to build an inclusive culture at all levels of the organisation, where colleagues can learn, develop and thrive. We welcome applications from all sections of the community, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Any appointment will be made on merit alone.



# How to Apply



In the first instance should you wish to discuss the role further please email [HR@FutureQuals.com](mailto:HR@FutureQuals.com).

Applications should be emailed to [HR@FutureQuals.com](mailto:HR@FutureQuals.com) by sending in a CV and covering letter.

Closing date: 27<sup>th</sup> Feb  
Interviews: Week Commencing 28<sup>th</sup> Feb



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