

Job Description: Procurement Officer

Role Specific

1. Ensure purchase requisitions are completed correctly and comply with Financial Regulations.
2. Process requisitions through the financial system and distribute to meet customer timescales.
3. Develop, maintain and promote a list of centrally approved suppliers, ensuring all documentation is accurately completed and logged.
4. Initiate spend via an online payment process to facilitate efficiencies.
5. Balance monthly spends via the purchasing card to the detailed statement, ensuring all documentation is attached to ensure receipt of goods. Supply information required for journal input.
6. Work with suppliers to ensure we receive value for money and discounts where appropriate.
7. Actively challenge requisitions received by using purchasing skills to ascertain the best route for purchase. E.g. negotiating carriage costs.
8. Identify opportunities for centralised purchasing arrangements, action recharges and liaise with departments as required.
9. Maintain a contracts database of all major College contracts and their end dates, ensuring a timely re-tendering of contracts where required.
10. Maintenance of the College lease file to include: -
 - * Checking lease invoices against agreements
 - * Liaising with departments and leasing companies when leases expire/secondary rentals
11. Regularly review outstanding orders to ensure only committed expenditure is accounted for on monthly documentation to managers.
12. Prepare tender documentation as required, and oversee the tender process of evaluation to award stage.
13. Support departments with major purchase items (including the specification) in order to offer expertise, drive savings and maintain compliance with the procurement policy and procedures.
14. Act as the College's liaison officer for CPC attend regional meetings as required.
15. Balance the quarterly spend report issued from CPC to our purchases and identify any anomalies.
16. Liaise with colleagues across College in communicating correspondence from suppliers.
17. Prepare periodic reports on value for money gained by the College to monitor costs and benefits.
18. Actively promote value for money strategy, ensuring colleagues take on new purchasing systems where price reduction is at the forefront of purchasing
19. Initiate and review College systems of purchasing goods and services and follow through the efficiency ensuring staff adhere to processes.
20. Assist the purchase ledger function and process invoices onto the ledger in preparation for payment.
21. Provide cover for other areas in finance as required.
22. To liaise with the internal and external auditors when on site and assist with their requirements.

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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Person Specification	Procurement Officer
Qualifications and Attainments	Essential / Desirable
4 GCSEs or equivalent including Maths and English at Grade C/4 or above	Essential
Level 4 qualification in either a procurement (CIPS advanced certificate) or business related discipline e.g. finance, accountancy, economics	Desirable
IT qualification and/or demonstrable IT literacy	Essential
Training, Experience and Knowledge	
Recent experience of working in a financial environment	Essential
Experience of tendering, obtaining quotations and demonstrating value for money, placing orders and procuring goods and services	Desirable
Understanding of contract law and the application of contracts within a procurement environment	Desirable
Experience of working to deadlines, formal procedures and Financial Regulations	Essential
The ability to formulate spread sheets and produce reports	Essential

Knowledge of Open Accounts accounting package	Desirable
Personal Skills and Attitudes	
Accurate numeracy, analytical and comprehensive skills	Essential
Strong team working skills	Essential
Excellent communication skills both written and verbal	Essential
Excellent IT skills	Essential
Ability to work to strict deadlines and under own initiative	Essential
Display initiative, be positive and enthusiastic and be solution focussed	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College (attendance at Open Events, Parents' Evenings etc., as required)	Essential