

## **JOB DESCRIPTION**

**POST:** Procurement Officer

### **RELATIONSHIPS:**

The post holder is accountable to the Procurement Manager in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

### **PURPOSE:**

To support the Procurement Manager with the purchase of goods and services across the Trust.

The post holder will undertake responsibilities as a member of the finance team within central services to provide efficient and effective procurement assistance and will be responsible for ensuring the day-to-day processes are managed in an accurate and timely manner liaising with external suppliers and internal departments across all academies and the Trust head office.

### **MAIN DUTIES & RESPONSIBILITIES:**

- Raising orders on the finance system ensuring the correct authorisation has been obtained.
- Obtaining value for money on all purchases.
- Coding non-purchase order invoices and seeking the correct authorisation.
- Posting supplier invoices on the finance system making sure that all of the paperwork is up to date and correct.
- Creating new suppliers on the finance system, ensuring all information is correct and suppliers have been verified as per financial policies.
- Completing weekly payment runs, updating all relevant paperwork and uploading onto the bank for authorisation.
- Recording supplier information via excel for HMRC reporting purposes.

- Scanning and filing of supplier invoices.
- Reconciling supplier statements, identifying and dealing with any discrepancies.
- Supporting the maintenance of each academy's delivery area, supporting school staff as required, marking up orders with relevant department codes for delivery.
- Maintaining the direct debits schedule and ensuring invoices are posted onto the system.
- Update the online requisition forms, adding new departments, nominal coding and supplier information.
- Deal with supplier queries both by phone and by email.
- Deal with internal department queries both by phone and email.
- Supporting budget holders with emergency procurement needs, ensuring the correct procedures are followed and minimising delays.
- Use system generated reports to check that orders for commitments and GRNI are all relevant and outstanding.
- Supporting the procurement manager with monthly reconciliations.
- Always maintain confidentiality in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Build up product knowledge from the supplier base and introduce alternative products to internal and external stakeholders as opportunities to save money.
- Raise the profile and reputation of Finance by engaging with leaders and budget holders in a proactive, supportive and positive manner at all times.
- Ensure that financial transactions are carried out in an appropriate manner and that the financial regulations are observed.

**GENERAL:**

- To promote and support AEG's culture of being "courageous, innovative and excellent" and encourage staff, children and students to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.

- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the DPO at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Health & Safety Compliance Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- Foster the Trust's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

### **ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated

representative (in consultation with the post holder) to reflect the changing needs of the Trust.