



JOB DESCRIPTION

POST TITLE	:	Purchasing Officer
SALARY	:	Up to £31,229 pro rata 22 Hours per week
RESPONSIBLE TO	:	Finance Manager
CLOSING DATE	:	5.00pm, Thursday 4 July 2024
INTERVIEW DATE	:	Friday 12 July 2024

Main Purpose of the Post

To provide a high quality procurement service for all departments across the College. To negotiate with suppliers of goods and services to obtain best value. To operate as a member of the Finance team and contribute to the provisions of a high quality support service.

Responsibilities

- 1 Liaise with College staff to determine their goods and service needs.
- 2 Proactively source goods and services to ensure value for money and timely delivery.
- 3 Ensure purchasing regulations are upheld across the College and ensure the Colleges compliance with statutory regulations.
- 4 Build strong working relationships with College suppliers to deliver best value and develop good relationships for the wider College activity.
- 5 Monitor delivery times to ensure goods and services are received on time, and proactively work with suppliers to meet the required timescales.
- 6 Ensure the Goods Receiving system is updated promptly and to train others in its use.
- 7 Monitor contracts and maintain contract register.
- 8 Lead on tendering of goods and services.
- 9 To keep accurate records and maintain the contracts for goods and services.
- 10 To help develop and support the continuous improvement of procurement processes to deliver efficiency and best value for the College.
- 11 Operation of all the above in line with College Financial Regulations.
- 12 To contribute to the College Finance team as a whole including the distribution of petty cash, maintaining Wisepay payment system and responding to queries as they arise.

- 13 To work with purchasing consortia and keep up to date with developments within the Education Sector.
- 14 Contribute and operate to the College and Finance Departments Customer Services and Quality Standards.
- 15 To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 16 To undertake invigilation duties from time to time.
- 17 To carry out such other duties as the Principal may reasonably require.

HOURS: 22 hours per week. Consideration will be given to working pattern within these hours (i.e. 3 full days or a part time 5 days per week. A flexible approach to the working hours is required, in line with the needs of the College.

PERSON SPECIFICATION

POST: Purchasing Officer

DIVISION: Finance

QUALIFICATIONS		Essential (E)/ Desirable (D)	To be identified by:
1	Good general education (including GCSE Maths A*-C)	E	Application form
KNOWLEDGE			
1	Knowledge of purchasing a variety of goods and services	E	Application form/ Interview
2	Ability to work on own initiative and as part of a team	E	Application form/ Interview
3	Excellent written and oral communication skills	E	Application form/ Interview
4	Excellent IT skills	E	Application form/ Interview
5	Excellent organisation and planning skills	E	Application form/ Interview
6	Awareness of Safeguarding Legislation	D	Interview
7	Ability to interpret financial data	D	Application form/ Interview
EXPERIENCE			
1	Experience of working within Education	D	Application form
2	Experience of purchasing goods and services for a large organisation	E	Application form
3	Operation of a financial accounting system	E	Application form/ Interview

4	Experience of Microsoft Office applications	E	Application form/ Interview
5	Experience of a goods receipting system	D	Application form/ Interview
6	Experience of applying financial procedures	E	Application form/ Interview
7	Experience of working to set deadlines	E	Application form/ Interview
8	Experience of public procurement regulations	D	Application form/ Interview

PERSONAL

1	Commitment to the delivery of excellent support to our students	E	Interview
2	Proactive can do attitude	E	Interview
3	Excellent communication skills	E	Application form/ Interview
4	Good team working skills and commitment to team working	E	Application form/ Interview
5	A commitment to ongoing professional development	E	Application form/ Interview
6	Enthusiasm for the role of further education in building and changing lives	E	Application form/ Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*

