

Job Description: Senior Finance Officer - Procurement

Role Specific

1. Actively support the College through all steps of the procurement and tendering process to ensure best value for money is achieved.
2. Monitor and promote a strong framework of contract management.
3. Review and process all purchases through the financial system ensuring compliance with Financial Regulations.
4. Proactively work with suppliers to ensure service agreements, T&C's are appropriate.
5. Review and maintain the EBIS procurement module, ensuring timely submission of ordering. Following up on outstanding orders on a monthly basis.
6. Actively administrate the insurance contract working with colleagues to ensure compliance and the monitoring of claims.
7. Provide quarterly reporting on procurement KPI's and Value for Money.
8. Maintain the College lease file, liaising with departments to ensure accurate agreement.
9. Act as the College's liaison officer for CPC, attending regional meetings as required.
10. Balance monthly spends via the purchasing card to the detailed statement.
11. Develop, maintain and promote the list of centrally approved suppliers, ensuring all documentation is accurately logged and completed.
12. Build strong working relationships with colleagues to ensure the continuous improvement of procurement meets the College's needs.

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

Person Specification: Senior Finance Officer - Procurement

Person Specification	Senior Finance Officer
Qualifications and Attainments	Essential / Desirable
4 GCSEs or equivalent including Maths and English at Grade C or above	Essential
Level 3 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
Ability to demonstrate intellectual curiosity	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential