**Purchasing Ledger Assistant**

**Responsible to:** Procurement Manager

**Grade of post:** Scale 4 (£18,915 – £21,241)

**Hours of work:** 37 hours per week

**Work location:** Wellington Road Campus

**Job Purpose**

* The Purchasing Ledger Assistant will support the procurement team in the provision of a professional, effective and knowledgeable service for the procurement and supply of goods and services for staff and students.
* The Purchasing Ledger Assistant will provide accurate, timely and auditable assistance in the administration of the College procurement process, ensuring that processes are fully compliant with current College Financial Regulations and to support the procure to pay process. R**esponsible for the day-to-day support and administration of the procurement function that aims to embed best practice, efficiency and effectiveness within all procurement processes.**

**Duties and Responsibilities**

1. Provide day-to-day administrative support and assistance within the daily operations of the Procurement Team.
2. Purchase invoices are registered and processed for payment in a timely and accurate manner.
3. The timely production of all documents necessary for procurement processes including requests for quotations, invitation to tenders, specifications, evaluations etc.
4. To provide assistance and support to colleagues in the College regarding where to purchase supplies from, obtaining quotes using procurement software and general purchasing and tender procedures. Promoting and execute the vision of Procurement within the organisation.
5. Respond to procurement queries with external suppliers.
6. Provide procurement advice and support to, contract managers and relevant departments to ensure that procurement processes are efficiently planned and accurately recorded.
7. Support the procurement team to ensure that all allocated procurement is included within the annual tendering plans.
8. Assisting colleagues with the process of Quote/Tender Exemption Forms, Supplier set up process.
9. Actively following up invoice queries and orders on request by checking approvals and progress.
10. Support maintaining the preferred supplier listings within the college.
11. Assist with providing reports on supplier performance and assist in the resolution of supplier disputes.
12. To support and record savings made within the College.
13. Assist in the research and monitoring of industry trends and legislative changes in order to drive procurement good practice.
14. Monitor and administer the Procurement email account, Update and maintain the Procurement intranet and SharePoint sites.

**Compliance and Reporting**

* Undertake the review of requisitions referred to the procurement team for approval. Support the Procure to Pay process by investigating and querying orders.
* Maintain accurate records and input of contract details in the College Contracts Register.
* Assist with the compilation of contracts and control the issue, receipt and signing of contracts by co-ordinating with Procurement Manager
* Monitor and manage procurement compliance by service teams, addressing issues of non-compliance by advising and guiding on best practice.

**Other Duties and Responsibilities**

* To carry out all duties in accordance with the College’s Health and Safety policies and procedures.
* To carry out any other duties as directed by your Line Manager.

**General**

* Undertake such other duties commensurate with grade as may be required from time to time.
* Participate in staff development, appraisal and training as appropriate, including continuous professional development.
* Comply with the College agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Regulations and other relevant College and Government Regulations, Directives and City wide priorities.
* Participate in the wider development of the service and contribute to service improvement as required.

**City of Wolverhampton Council**

**Person Specification**

**Job Title:** Purchasing Ledger Assistant

**Job Purpose and Role:**

To provide a professional, effective and knowledgeable service for the procurement and supply of goods and services for staff and students. As part of the Procurement Team, the Procurement Ledger Assistant will provide accurate, timely and auditable assistance in the administration of the College procurement process, ensuring that processes are fully compliant with current College Financial Regulations.

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| **Criteria** | **Essential** | **Desirable** |
| Experience | Experience working in an administrative setting  Evidence and knowledge of dealing with customers and service providers.  Experience of managing change. | Experience working in a contract management/ procurement role in an Educational Setting/ Local Authority or similar organisation.  Purchase ledger data entry experience.  Experience in implementing and monitoring procurement procedures.  Experience in the use of e-procurement systems and tools. |
| Skills | Strong inter-personal skills.  Strong presentation and report writing skills.  Ability to use and present information effectively, targeting the desired audiences.  Computer Literate (Word, Excel, PowerPoint, Internet).  Ability to meet challenging deadlines and balance competing priorities successfully. | Good analytical skills.  Project Management skills.  Influencing and negotiating skills. |
| Knowledge | Basic understanding of the role of procurement. | Good understanding of legislation relating to public sector procurement.  Knowledge of best practice sourcing and innovative procurement approaches.  Knowledge of the application of social value and sustainability issues within contracts. |
| Qualifications and/or Training | Either:  Working towards/willing to work towards :  Member of Chartered Institute of Procurement and Supply ([CIPS) Level 2 Certificate in Procurement and Supply Operations.](https://www.distancelearningcollege.co.uk/courses/purchasing-and-procurement/cips/cips-level-2-certificate-in-procurement-and-supply-operations/)  or  Business Administration qualification Level 2 or above |  |
| Personal Qualities | Develops good working relationships.  Capacity to learn and share learning with others.  Ability to be creative and innovative.  Ability to analyse and interpret key data and formulate ideas and proposals.  Good planning and organisation skills.  Ability to prioritise in complex, fast-paced environment, good time management  Self-motivated and able to work under pressure and meet deadlines. | Able to initiate change and learn and adapt from previous experiences.  Communication and presentational skills:  Present on a wide range of procurement matters to a variety of audiences. |