



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Purchasing Professional
SCHOOL: Central Services
SALARY: Band 5
RESPONSIBLE TO: Finance Manager

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

The purpose of this role is to provide an effective procurement function for the Northumberland Church of England Academy Trust, and provide advice and guidance on procurement matters. To research and analyse the market for the best available contract as needed by the Trust, and ensure that the best available value is received. Identifying contractual cost risks and opportunities is also an essential part of this role.

MAIN RESPONSIBILITIES:

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Follow financial and administrative procedures, reviewing and updating them to reflect current working practice as required.
- Create and maintain a nominated supplier list for all supplies costing over an agreed limit (currently £2,500) p.a. at Trust level.

- Provide advice and support for all large, contractual procurement, or tender activities, defined annually in the finance procedures manual.
- Ensure any new suppliers complete the correct trust documentation, check it and process it to be approved by Finance lead.
- Develop and implement robust and effective purchasing policy, processes, procedures and provide training and ensure all purchases made adhere to the trust procedures by carrying out termly spot checks.
- Verify purchase requisitions by comparing items requested to the agreed price list and recommend alternatives when needed on a sample basis.
- Manage purchases by forwarding orders to suppliers whenever the PSF purchase to pay system is not being used.
- Research and compare suppliers, goods, and services to ensure the trust benefits from any economies of scale.
- Schedule spot-checks on deliveries and deal with any delivery queries.
- Build and maintain positive, long-term school, trust and supplier relations.
- Participate in cost reduction activities, observe and report price increases.
- Analyse and resolve purchasing issues/discrepancies over £100.
- Communicate with the requisitioners and finance team any supplier information change (prices, product or bank details....)
- Performing any other reasonable duties as directed by line management.

Financial records

- Provide financial reports as required, such as collecting, analysing and reporting purchasing data and trends to track vendor performance.
- Contribute to the development and maintenance of procurement records/information systems.
- Maintain up to date and accurate records, filing and management information systems.

Auditing

- To be responsible for working with each school to improve their compliance of procurement and finance procedures.
- To carry out internal audits with school admin managers and teams to ensure financial information is an accurate representation of the transactions they claim to represent, and ensure that the data is collated appropriately and managed/stored correctly.
- To highlight and provide recommendations/remedies, escalating findings to relevant stakeholders.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties and responsibilities highlighted in this job description are indicative and may vary over time.

Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



Northumberland Church of England Academy Trust

Post Title: Purchasing Professional		
Person Specification:	Essential	Desirable
Experience: <ul style="list-style-type: none"> • Considerable experience of electronic finance/procurement based systems • Considerable experience gained within a procurement office 		
Skills & Competencies: <ul style="list-style-type: none"> • Ability to communicate with stakeholders (both internal and external) in a professional and timely manner to achieve a consistently high level of relations • Able to undertake research and obtain information in order to make informed decisions • Effective use of ICT and other specialist equipment /resources • Strongly analytical, and competent in clearly communicate financial findings. • Capable of self motivating, and working both independently and as part of a team. • Ability to self evaluate learning needs and actively seek learning opportunities • Capable of prioritising and handling multiple demands of the role • Proficient in dealing with customers of a demanding nature 		
Knowledge & Qualifications <ul style="list-style-type: none"> • 5 GCSE A* - C Grades (including Maths and English) • Knowledge of PS Financials 		
Physical, mental and emotional demands: <ul style="list-style-type: none"> • Commitment to helping provide a high quality service to children and families 		
Other: <ul style="list-style-type: none"> • Willingness to participate in training and development • Commitment to the needs of the organisation and learners 		

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| • Evidence of having undertaken learning outside of the work place | | |
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