

**Job Description: Purchasing Assistant (Fixed Term)**

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| **PSU:** | Procurement |
| **Job Title:** | Purchasing Assistant (Fixed Term) |
| **Department:** | Purchasing Team |
| **PSU Reporting to:** | Finance  |
| **Salary:** | £22,681 - £24,533Grade 4The normal expectation is that the successful applicant will be appointed to the minimum of the scale with annual increments on 1 August each year (subject to completing six months service). |
| **Hours of work:** | Full time 35 hours per week |
| **Contract:** | Fixed Term |
| **Location:** | This position will be based at the Singleton Campus with occasional travel to Bay Campus as required |

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| **Introduction** | To deliver its sustainable top 30 ambition Swansea University needs a professional services workforce with the differentiated skills necessary to ensure that it can deliver excellence through efficient and effective systems and processes that harness innovations in technology. |
| **Background information**  | We are seeking to appoint an enthusiastic and proactive person who will provide assistance in financial and administrative services to staff and stakeholders of the University to ensure effective, efficient and accurate financial and administrative operations.This individual will be responsible for providing a pro-active procurement and finance transactional services to staff, students and stakeholders across the University.  The role includes ensuring that purchase requests are dealt with promptly and effectively, providing advice on the University’s rules and regulations and internal financial processes and maintaining appropriate records.  Going forward there will be an expectation of hitting key financial and performance related KPIs and responding appropriately to feedback. |
| **Main Purpose of Post** | 1. To perform day to day processing of financial transactions on the finance system and for University payment cards.
2. Responding to requests for purchases from staff across the University and providing advice and guidance on appropriate purchasing processes.
3. Ensuring that the records for University purchases are maintained in an effective, up-to-date and accurate manner.
4. Responsible for processing and receipting purchase requisitions via the finance system and for University payment cards.
5. Provide support across all areas of the University, ensuring a good understanding of specific area requirements.
6. Raising of purchase requisitions.
7. Raising of foreign payment requests ensuring all information is accurate, entered in a timely manner and compliant with universities policies and procedures.
8. Ensure that purchases comply with VAT and Procurement regulations.
9. Verify that transactions comply with the University’s financial policies and procedures and provide advice to ensure compliance.
10. Advise members of staff on the correct coding of financial transactions including expenses, purchases and other transactions.
11. Assist dedicated requisitioners across the University as required.
12. Resolve any discrepancies and disputes over purchase requests and invoices.
13. Practice appropriate standards of confidentiality and ensure that all documentation is securely and appropriately filed and stored.
14. Adopt a customer focused approach when dealing with internal and external contacts to provide effective advice and guidance.
15. Support staff, students and stakeholders in setting up new suppliers and customers on the university systems
16. Collate and maintain financial records and logs as required.
17. Support the Purchasing Officer with month end and year end tasks as required.
18. Respond to relevant staff and external supplier queries to ensure they are informed of the current financial payments procedures in a professional, polite and courteous manner.
19. To stay up to date with any changes in the University’s systems and policies and procedures.
20. Work as part of the Purchasing team, working collaboratively with other team members, contributing to the team and providing cover when required.
21. Answering general purchase queries received via general email inboxes.
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| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies
2. To promote equality and diversity in working practices and to maintain positive working relationships.
3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.
4. Any other duties as directed by the Head of Purchasing or their nominated representative expected within the grade definition.
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| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. **We are Professional**We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality**We Work Together**         We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.**We Care**We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria:****Values:*** Demonstrable evidence of taking pride in delivering professional services and solutions
* Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers
* Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience

**Qualification:*** Educated to GCSE level (or equivalent) including Maths and English

**Experience:*** Experience of Microsoft packages including excel and outlook
* Experience of working as part of a team

**Knowledge and Skills:*** Good interpersonal skills with experience of interfacing with stakeholders resulting in a professional and positive experience
* Ability to accurately enter and extract data in a timely manner
* Good planning and organisational skills
* Good oral and written communication skills
* Proven ability to work to set guidelines and actively seek feedback
* Ability to learn systems and processes
* Self motivated and able to work with minimal supervision and also as part of a team

**Desirable Criteria:*** Experience of working in a procurement or financial environment, providing administrative support.
* Use of ERP systems to process financial transactions
* Knowledge and understanding of working in the Higher Education sector
* Ability to communicate through the medium of Welsh

Welsh Language:*(Delete as applicable)*Level 1 – ‘a little’ (you do not need to be able to speak any welsh to apply for this role)*e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me). Level 1 can be reached by completing a one-hour training course.*  |
| **Additional Information** |  |

  