Job Description

Job title: Purchasing Coordinator

Faculty/Directorate: Finance & Procurement

Grade: D **Role profile: FSD1**

Full Time - Fixed Term Contract

	Duties of the role
Overall purpose of the role	As part of the Purchasing team, you will be responsible for coordination and administration of Purchase to Pay (P2P) process and other purchasing activity in accordance with the Financial Regulations and relevant procurement and purchasing policies, processes and procedures. To disseminate relevant information on approved P2P processesand supply arrangements to requisitioners across the university. Efficiency in the delivery of the 3-way matching process is key to ensuring all suppliers can be paid in full within agreed payment terms.
Main duties and responsibilities	• Receive, review and process purchase requests in accordancewith the Financial Regulations and relevant procurement policies, P2P processes and procedures. • Processing of all new vendors and amendments on SAP in accordance with set procedures and ensuring this is adhered tostrictly at all times. • Disseminate relevant information on approved sourcing routes and purchasing processes to requisitioners, budget holders andother key stakeholders across all business areas to ensure delivery of effective and efficient P2P process. • Review and validation of requisition details upon receipt,including supplier, material groups, GL codes, tax codes,pricing, and text. • Conversion of requisitions to Purchase Orders in line with bestpractice approved processes and within agreed timescales. • Working with the Purchasing Manager and Senior Purchasing Coordinators to develop and deliver SAP P2P training for requisitioners as required including updates to the SAP P2P purchasing manual.

	Duties of the role
	• Maintain and update SAP material masters for key supplier catalogues including stationery and arts supplies • Process catering and other central contract purchases, and the management of call off orders. • Monitor orders and coordinate reporting, communications and activity through requisitioner networks to ensure parked, blocked and goods and services receipting is processed on the finance system in a timely manner thereby ensuring expenditures are reported in the period the service is delivered. • Work closely with the Payments Team, Finance Partnering Team and Financial Accounting to ensure all month-end and year-end closedown requirements are met on time. • Reinforce messages relating to invoice payment statistics in order to meet requirements of the Public Contract Regulations 2015 in relation to payments of invoices within 30 days, with anemphasis on SME suppliers. • Hold a purchasing card (if required) and complete relevant purchases in accordance with purchasing card policies and processes including prompt, accurate and sufficiently detailedreconciliation. • Support Senior Purchasing Coordinators in the implementation of new purchasing processes and solutions • Proactively manage your own workload whilst liaising with other Purchasing team members to ensure that collectively all work isprocessed in a timely and accurate manner. • Work with other members of the Purchasing team, to develop and update purchasing processes, procedures and guidance inline with the principles of continuous improvement. • Perform any other duties commensurate with the job grade as reasonably required from time to time • Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. • To observe all university policies / procedures / working practices / regulations and in particular to comply with the University's Equality and Diversity Policy, Health and SafetyPolicy, Financial Regulations, Safeguarding Policy and the Code of Conduct.

	• The post holder is required to minimise environmental impact in the performance of the role, seek to promote environmental sustainability within area of responsibility and actively contributeto the delivery of the DMU Environmental Policy. Promote and exhibit DMU values and be a role model for the university’s code of conduct.

DE MONTFORT UNIVERSITY LEICESTER

Person Specification

Purchasing Coordinator

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and Training	English and Maths GCSE at grade C / Level 4 or equivalent qualification	Essential		✓			✓
	Fully or part professionally qualified with a recognised procurement or accountancy professional body (CIPS, AAT, CIPFA, CIMA, ACCA)		Desirable	✓			✓
Previous Work Experience	Relevant experience of working in high volume transaction processing environment	Essential		✓	✓		
	Relevant experience of working in the Higher Education or other public sector entity		Desirable	✓	✓		
	Ability to summarise and present information in MS Excel including pivot tables and vlook up commonly used to analyse data		Desirable	✓			
	Experience of SAP or other ERP system including Purchase to Pay (P2P)	Essential		√	√		
	Experience using purchasing cards and processing travel bookings		Desirable	√	√		
	Involvement with and supporting system and process improvement including testing	Essential		√	√		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Specific Knowledge/ Skills/ Abilities/ Motivation/ Attitude Required	Knowledge of KPIs and benchmarking tools used to assess and measure transactional financial performance		Desirable	√	√		
	Co-ordinating the delivery of purchasing requirements for any given area and/or type(s) of transactions	Essential		√	√		
	Ability to work systematically as part of a team to ensure that all daily tasks are allocated and completed.	Essential		√	√		
	Supporting requisitioners in developing their knowledge in becoming proficient with the P2P process	Essential		√	√		
	Prioritising customer needs, providing a quality and responsive service and with the ability to anticipate customer needs in accordance with agreed service standards.	Essential		√	√		
	Experienced at dealing with and resolving queries and complaints successfully	Essential		√	√		
	Excellent communication and interpersonal skills essential for working effectively with the team, suppliers and staff	Essential		√	√		
	Awareness of fraud risks associated with P2P processes		Desirable	✓	✓		
	Understanding of confidentiality and the requirements relating to the Data Protection Act and GDPR		Desirable	✓	✓		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**