

JOB DESCRIPTION

Ref: 0542-24

Job Title: Senior Purchase to Pay Assistant	Present Grade: 5
Department/College: Procurement, Finance Division	
Directly responsible to: Purchase to Pay Supervisor	
Supervisory responsibility for: None	
<p>Other contacts</p> <p>Internal: All levels and areas of the University</p> <p>External: Colleagues in other Universities, members of purchasing consortia, all levels in the supply chain</p>	
<p>Major Duties: To support the Purchase to Pay Supervisor in the delivery of a best procurement practice and maximizing benefits to the University. Deputies for holiday cover in the team with an agreed outline of duties.</p> <p>Procurement Expertise To provide procurement expertise to all areas of the University and especially to specifically allocated budget/commodity areas This will include</p> <ul style="list-style-type: none"> • Support with identifying opportunities to add value to the purchase to pay process throughout the University. Looking at reducing time in processes and procedures. Adopting new ways of working to best suit all stakeholders within the team, departments and the supply chain • Daily Agresso Support for the purchase to pay process within the team • Maintain and administer the E-Procurement Marketplace to include training and catalogue management • Support the development of e-invoicing and maintain the Proactis System • Maintain back office systems that have a link to the purchase to pay processes • Undertaking mini competitions using existing frameworks, • Conducting low value tenders and requests for quotation, taking into account whole life costing, sustainability and ethical purchasing. • Contract managing existing framework contracts including account management • To lead internal and external meetings, promoting procurement best practice • Attending local, regional and national procurement meetings disseminating information as appropriate to the operational team and departments. 	