

Procurement Administration Apprentice

Service: Central Service - Finance
Responsible To: Procurement Manager
Salary: £18,000

This role is an apprenticeship where the Foundation will provide training for the successful candidate to achieve a relevant qualification in Procurement. You will be regularly supervised and supported and will be expected to complete your qualification in the time specified (level 3 apprenticeship framework qualification). 20% of the full-time working hours will be allocated specifically for your qualification. Attendance required with our training provider will be confirmed.

Job Purpose

Under the supervision of the relevant person in the team (eg Procurement Manager):

- To proactively assist with the smooth running of the Service and ensure administrative duties relative to the Service are carried out in an efficient, accurate and appropriate manner.
- To undertake routine procurement administration and support duties including maintenance of paper and electronic filing systems, basic note-taking, photocopying/scanning, meeting scheduling, and other general administrative duties.

Main Duties

The tasks will be varied to support the Service and whilst not exhaustive, will include assisting with routine procurement administration duties such as:

Procurement and general administration

- Maintaining electronic and manual filing/recording systems (including archiving) in line with procedures and ensuring the accuracy and confidentiality of sensitive information.
- Interacting with the Microsoft sharepoint sites of the procurement team (sharepoint training will be provided).
- Basic note-taking at meetings and the preparation of simple meeting notes.
- Diary and calendar co-ordination for supplier/contractor related activities.
- The greeting of visitors (suppliers) in a professional manner and accompanying them when on site.
- Photocopying/scanning.
- Preparing general correspondence, reports, forms etc as directed using Microsoft Office packages (Word, PowerPoint and Excel)
- Basic supplier invoice reconciliation and/or analysis.
- Dealing with phone calls, emails, and other forms of correspondence, and relaying messages to appropriate individuals, addressing enquiries or issues, and providing support as needed.
- Updating the procurement information on the MS Sharepoint Procurement Portal.

Procurement analysis and report preparation

- Performing system queries using the company finance system (XLedger) to prepare simple expenditure reports by supplier, by category, by period, by transaction type, etc (Training will be provided)
- Report development using more advance Microsoft Excel functionality such as Filters, Pivot Tables and Formulae (Training and support will be provided).

Market research

- Performing online/telephone research to develop simple market intelligence reports.
- Perform online/telephone research to identify potential suppliers.
- Interaction with potential suppliers to capture information about goods and services, supplier organisation, ethical considerations.

Procurement projects and foundation wide procurement support

- To support activities associated with active procurement projects and tenders.
- To respond to queries and requests for support from the Services.

Supplier development initiatives

- Support Procurement Manager with supplier performance reviews, gathering feedback from stakeholders, involvement in review meetings.

General

- Establish and maintain excellent working relationships with colleagues and suppliers.
- Any other reasonable duties as requested by the manager.

Person Specification

Essential Criteria

Skills and Knowledge

- Evidence of good written and verbal communication skills; communicates well with good listening skills and able to adopt an appropriate style and method of communication.
- Ability to enter data with a high level of accuracy and attention to detail.
- Evidence of time management skills and ability to prioritise own workload.
- Ability to work effectively in a busy environment.
- Well developed skills using standard MS Office applications, particularly Excel, Word and Powerpoint.
- Good customer service skills and an ability to articulate issues to staff, training providers, families etc with regard to queries that they have raised.
- Willingness and capability to adapt to the changing demands of the job.

Qualifications and Training

- English and Maths GCSEs at grade 4 (C) or higher. Equivalent qualifications/grades will be accepted.

Experience

- Experience of completing administrative tasks and working in an office environment.
- Experience of working with Microsoft Office applications (Excel, Word, Outlook).

Personal Qualities

- Initiative and enthusiasm to take part in all aspects of assisting with the operation of a busy office; ensuring that a high, professional standard of work is maintained in a friendly and welcoming atmosphere.
- Proactive, resilient, creative and resourceful.
- Caring and empathetic attitude to individuals and colleagues and a positive approach to customer care.
- Committed to equal opportunities and the Safeguarding agenda.
- Flexibility and a willingness to become actively involved in wider Foundation activities.
- Understands the need for confidentiality at all times.

Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

Equality and Diversity

- Promote equality of access to education, training, and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality, and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

Safeguarding

- Safeguarding is everyone's responsibility.
- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject, or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

About Us

We are an ambitious, entrepreneurial, and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.



0191 238 1301



Hampeth Lodge
Station Road
Forest Hall
NE12 8YY



recruitment@
percyhedley.org.uk



<https://www.facebook.com/percyhedley>