

Job Description

Staffordshire University Services Ltd

General Details

Job title:	Purchase to Pay Supervisor
School/Service:	Finance
Normal Workbase:	Stoke
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours per week
Grade/Salary:	Grade 5
Date Prepared:	November 2018

Job Purpose

- To underpin the delivery of the University goals, by ensuring that all resources are in the right place at the right time, performing to the required standard.
- Ensure all purchase orders and purchase invoices are accurately treated in accordance with Financial Regulations, University Policies, HM Revenue and Customs and conditions set by funding authorities.
- Responsible for the supervision of the Purchase to Pay function, to include:
 - Assisting in the use of i-procurement for the ordering of University goods and services;
 - Liaison with the Strategic Procurement Team and University requesters to ensure the approved supplier base may deliver optimal cost saving opportunities;
 - Maintenance of purchasing information within University's i-procurement system;
 - Control, administration and approval of the University's procurement and purchasing card;
 - Promote the use of i-procurement and a central purchasing function across the University;
 - To maintain supplier accounts and records for the correct payment of University creditors;
 - Control of financial documentation into the finance system and maintaining audit trails;
 - The validation and verification of authorisation of purchase invoices within the framework of the University's Financial Regulations.

Relationships

Reporting to:	Financial Operations Manager
Responsible for:	N/A

Main Activities

- Day-to-day supervision of Purchase to Pay Administrators and Assistants.
- Responsible for the scheduling and raising of all University purchase orders.
- Liaison with the Strategic Procurement Team and University requesters to ensure the approved supplier base may deliver optimal cost saving opportunities.
- Promote the use of i-procurement and a central purchasing function across the University, offering

advice to requesters about the use of i-procurement processes and assisting in a specialist buyer role and facilitating training sessions, workshops and supplier information events.

- Provide support and performing a liaison role with i-procurement suppliers related to orders produced via the system.
- Day to day responsibility for the following:
 - Set up and maintenance of supplier contracts within i-procurement as required by the Strategic Procurement function.
 - Processing of non-catalogue requisitions once approved to purchase orders.
 - Administration and control of issue of University procurement and purchasing credit cards including staff training
 - Ensuring the GRN process is operated effectively for all i-procurement transactions.
 - Monthly production and reconciliation of control reports between modules.
 - Weekly BACS payment run to pay staff, students and suppliers.
 - Correct identification and process of invoices to be treated as prepayments for accounting purposes.
 - Resolution of issues of purchase invoices placed on hold
 - Generation and processing of all foreign payments and foreign bank transfers.
- Payments of awards for scholarship and subsequent maintenance of records.
- Responsible for validation and verification of authorisation of purchase invoices within the framework of the University's Financial Regulations.
- Deputise for the Financial Operations Manager with regard to Purchase to Pay in their absence.
- Assist in the maintenance and developments of the Finance System.
- To participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
- To undertake any other duties as may reasonably be required by the Financial Operations Manager.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.