

## Job Description

| General Details  |                                            |
|------------------|--------------------------------------------|
| Job title:       | Purchase to Pay (P2P) Assistant (FIN19-02) |
| School/Service:  | Financial Services                         |
| Normal Workbase: | Stoke Campus                               |
| Tenure:          | Permanent                                  |
| Hours/FTE:       | 37 hours per week                          |
| Grade/Salary:    | Grade 3                                    |
| Date Prepared:   | June 2019                                  |

| Job Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
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| <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Preparation, input and maintenance of data to support the University's financial and purchasing systems, assistance with general clerical duties for transactional teams of Staffordshire University.</li> </ul> |  |

| Relationships    |                                                                                 |
|------------------|---------------------------------------------------------------------------------|
| Reporting to:    | Financial Operations Manager, on a day to day basis, Purchase to Pay Supervisor |
| Responsible for: | N/A                                                                             |

| Main Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
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| <ul style="list-style-type: none"> <li>▪ Set up and maintenance of suppliers within Oracle Fusion as required by the Strategic Procurement function</li> <li>▪ Processing of purchase invoices and related documents in Oracle Fusion</li> <li>▪ Liaise with Schools and Services in relation to goods receipting/invoices 'on hold'</li> <li>▪ Investigation of queries arising from supplier and colleagues</li> <li>▪ Preparation, despatch, input and filing of manual cheques/one off BACS payments</li> <li>▪ Maintain checks on supplier statements and liaise with supervisor on 'Fixed Warning' letters</li> <li>▪ Assist in the reporting of expenditure incurred via i-Expenses</li> <li>▪ Prompt action of emails received into 'Accountspayable', 'Purchasing' and own email account</li> <li>▪ Any other appropriate duties as determined by the Financial Operations Manager or P2P Supervisor</li> </ul> |  |

### 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

Staffordshire University 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.