



JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.

Job title	Finance Assistant (Procurement)
Reports to	Group Accountant (Revenue)
Team	Strategic Finance & Property
Grade	5
Last updated	June 2023

Job Summary

- Key To provide accurate and reliable procurement and purchasing support within the Financial Services section.
- To ensure that processes and procedures are adhered to with respect to the financial administration of the organisation's affairs.
- To work as an integral part of the wider Financial Services team to deliver the departmental service plan outcomes.

Tasks

Operational Responsibilities

- Provide guidance & assistance to staff at all levels within the Council on the regulations of Local Government procurement including EU Procurement Regulations, UK Procurement Regulations, Council Financial Regulations and Procurement Regulations and best practice, including researching other legislation and regulations where necessary within a daily changing and challenging environment.
- Interrogate the reports and analyse spend across the council, identifying possible breaches of European and local Procurement Regulations.
- Market Research solutions (including potential savings) by using existing contracts and collaboration with other local authorities, OGC and other consortium contracts. Produce reports, identify key users for the tender project team and contribute to the implementation of the project where necessary.
- Responsible for overseeing the training and support to new users of In-Tend using a variety of training materials and be the key contact in relation to queries and assistance for all users and with the on-going development of e-marketplace.
- Ensure compliance to existing and new corporate contracts to avoid breaches in contract terms and conditions.

- Review and conduct negotiations, where necessary, with suppliers to the Council with a view to securing increased savings or efficiencies where no contract is in place.
- Monitor own workload, provide monthly workplans and, using the Procurement Plan as guidance, prioritise key projects.
- Contribute towards procurement policy changes and implementation, where necessary researching any legislation changes in order to ensure Council regulations are up to date.
- Provide support to all levels of staff in the Council in all aspects of the tender process if required.
- Review requests for waivers to Procurement Regulations and draft responses detailing considerations, possible risk implications and recommended actions to be taken.
- Manage and promote the Procurement area of the intranet. Liaise with the Web Manager to ensure that the format is both user friendly and informative.
- Ensure that the electronic Contracts Register is maintained and kept up to date both internally and on the internet.
- Responsible for distributing and analysing an annual questionnaire on procurement to all buyers across the Council to identify areas where procurement resource is required.
- Process the payment of invoices within the statutory deadline using the financial management system, checking and verifying creditors' statements.
- Purchase of corporate uniforms for the authority, negotiating prices with contractors to ensure cost effectiveness and value for money. Ensure that expenditure remains within budget.
- Collection of Council cheques held at the bank and recording their issue to the Accountancy team.
- Responsible for scheduling meetings for all Corporate Procurement Groups, publish the agenda and take minutes at these meetings and other meetings as required by the Procurement Officer.
- Deliver and maintain a high-profile Procurement Hub to enable East Herts to continue to provide essential front-line services whilst following Government guidance.
- To assist in the provision of up to date and meaningful financial management information that allows the Council's performance to be assessed.
- To seek innovative solutions to problems, develop improved methods of working and look for opportunities to enhance financial support to services.
- To keep abreast of current accounting developments and advise on the effects of new legislations and Codes of Practice for areas within the remit of the post.

Management / Supervisory / Team Working Responsibilities

- To contribute to procurement probity within the Authority through delivery of the Procurement Plan by the Procurement Team.
- To manage workload to ensure that statutory deadlines are met, and transactions are posted, payments made, and sums collected promptly.
- To model the council values and behaviours.

Communication & Contacts

- To communicate effectively with external customers, suppliers and internal budget holders across the council, including preparing responses to Freedom of Information requests.

- To communicate effectively with financial services colleagues to ensure that working arrangements are efficient and work is effectively prioritised across the team.
- To work with internal and external audit and the anti-fraud service to support their work.
- To communicate effectively with colleagues in other services, including shared service colleagues in other organisations, to ensure that financial information is complete and accurate and to resolve any queries that arise during the course of their work and in accordance with financial policies and procedures.

Financial / Budgetary Responsibilities

- None

Other

- To ensure that your own professional development and knowledge is up to date.
- Undertake any other duties and responsibilities appropriate and relevant to the post.
- Ensure awareness of the council's Safeguarding Policy and take a proactive approach to ensure the safeguarding of residents at all times.



PERSON SPECIFICATION

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We want the postholder to be able to demonstrate the following competencies to a high level and want to use these to the full in their work. This is more important than having a great deal of direct experience of the job content, and we will be looking for evidence of all the following key competencies during the selection process, if you are shortlisted.

- Personal effectiveness
- Proactive
- Managing relationships
- Communication
- Customer focus
- Commercial focus

Key Criteria

Qualifications and Experience

- Prepared to work towards CIPS Level 2

Specialist Knowledge and Job Requirements

- Knowledge of Local Government procurement processes including EU regulations and UK Law.
- Detailed understanding of Council's Procurement Regulations and Financial Regulations.
- Analytical skills when using spend reports to recognise trends of possible breaches or potential savings.
- Knowledge of how key council functions are performed including understanding of Council Policies.
- Good Microsoft Office skills (including Excel and Word).
- Methodical and well-organised approach to work with the ability to plan and prioritise workloads.

- Ability to follow processes and procedures.
- Ability to train service users where appropriate.
- Good levels of numeracy and literacy.
- Good interpersonal skills, including the ability to work independently and with others as part of a team.
- Ability to support key financial processes, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.
- A commitment to customer care and working within a business partnering culture, helping others to do the same.
- Evidence of being able to operate and communicate effectively with officers at different levels of seniority, including understanding the needs of internal customers.
- Flexible approach to work, with a keenness to support and deliver new ideas and initiatives to meet changing work requirements.
- Good communication skills, with the ability to give clear advice and support to service staff across the council.
- Ability to explain procurement issues, at the appropriate level, to non-finance staff.
- Work constructively with Financial Services colleagues to ensure consistent and effective delivery of finance services.

Other

- A positive, “can do” attitude.
- Flexible in office location and working practices.
- The council is committed to safeguarding and promoting the welfare of all its residents specifically children and vulnerable adults. The council expects all its staff to have an understanding of Safeguarding and to share this commitment.