

POSITION DESCRIPTION

THE FRIENDS' SCHOOL

PURCHASING & PROCUREMENT ADMINISTRATOR



POSITION HOLDER:	Vacant
SECTION:	Financial Services
POSITION REPORTS TO:	Business & Systems Accountant
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2021 - General Staff Classification Level 6
STUDENT CARE:	No
PERIOD OF APPOINTMENT:	Permanent, full-time
HOURS PER WEEK:	38 hours per week

PURPOSE

To oversee and manage the purchasing and procurement functions of the School in order to maximise efficiencies of the Schools operations. Working with the Business & Systems Accountant and Accounts Officer, oversee and carry out day to day Accounts Payable tasks.

PRIMARY DUTIES

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Oversee the day to day procurement and Accounts Payable processes within the School in a timely and effective manner.
- Undertake ongoing operational improvements of all procurement and Accounts Payable operations to continually enhance the efficiency and effectiveness of School services.
- Provide relief support for part of the duties of the Business & Systems Accountant during periods of leave as directed by the Financial Services Manager.
- Maintain contemporary knowledge of financial legislation and regulations to ensure the School's ongoing compliance with these requirements.

PROCUREMENT

- Develop and maintain the School's procurement systems to ensure the efficiency and cost effectiveness of the procurement processes of the School.
- Assist with the implementation and review of relevant procurement policies and guidelines.

- Provide management of the procurement activities of the School and, through a regular meeting structure, participate in developing and implementing annual work plans as agreed with the Business & Systems Accountant.
- Report regularly to the Business & Systems Accountant on the implementation of procurement strategies, especially preferred suppliers and tendering.
- Stay up to date with technological advances in procurement software and implement and implement changes needed to maintain efficient and effective financial service provision.
- Provide regular procurement training for the School's staff.

A C C O U N T S P A Y A B L E

- Manage end to end Accounts Payable processing using the Schools electronic invoice management system (ProSpend and MYOB Advanced).
- Manage, coordinate and schedule priorities for Accounts Payable tasks, taking staff absences, deadlines and holidays into consideration.
- Communicate with suppliers as required to establish accounts, obtain quotes and resolve any invoice and payment queries.
- Manage credit cards, fuel purchase cards and internal recharges within the School and ensure that transactions are reconciled and entered on a timely basis.
- Ensure full and complete Asset Register entries for new items of furniture and equipment and undertake ongoing reconciliation of the Asset Register to the General Ledger.
- Assist budget heads in the ordering of supplies and travel arrangements in the most time and cost efficient manner possible.
- Maintain the vendor Masterfile within MYOB Advanced.

D E L E G A T I O N S

- Nil

K E Y R E L A T I O N S H I P S

- Financial Services Manager
- Accounts Officer (part-time)
- Payroll & Accounts Receivable Team Leader
- Payroll & Accounts Receivable Administrator
- Director of Business Affairs
- Sectional Budget Heads

SELECTION CRITERIA

1. Understanding and experience of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Hold a Diploma of Accounting or Diploma of Procurement and Contracting or be working towards one of these qualifications.
3. Strong team work skills through day to day operations, meeting structures and operational planning.
4. Previous experience in identifying areas for improvement and then achieving system and operational efficiencies and effectiveness.
5. Proven experience in management of procurement and Accounts Payables within an organisation.
6. Proven experience in electronic Accounts Payables, purchasing and a business wide procurement process with preferred purchasing and tendering.
7. Proven ability to exercise initiative and responsibility in day-to-day work.
8. Demonstrated high level of computer literacy, using standard software packages for word processing, spreadsheets, administrator level database management and email. Experience with procurement administration systems would be desirable.
9. High level interpersonal, communication and analytical problem solving skills.
10. An ability to work safely in an office environment and be fit to carry out the duties of the position.
11. Show strong support for the Purpose and Concerns and ethos of The Friends' School.
12. Must hold a current Tasmanian Working with Vulnerable People card (employment), be fully vaccinated for COVID-19 and have a National Police Check (less than 6 months old).

CONFIDENTIALITY

The Purchasing & Procurement Administrator role operates in an environment where the incumbent has access to highly confidential information. It is therefore critical for the School to explicitly state the following obligations. You are expected to:

- use *Confidential Information* solely for the purpose of performing your duties,
- take all reasonable precautions as may be necessary to maintain the confidentiality of *Confidential Information*,
- not remove any *Confidential Information* from the School's premises without its prior consent,
- not (except in the normal course of carrying out your duties) copy or duplicate any *Confidential Information* without the consent of the School, and
- immediately notify the School of any suspected or actual unauthorised use, copying or disclosure of *Confidential Information*.

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School,
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School,
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School, and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

I have read and understood the expectations of this position description

Name:

Date:

Signature: