

JOB DESCRIPTION

Job Title: Purchasing and Finance Assistant

Department: Works Department

Reports to: Procurement Manager

Purpose of role: Reporting to the Procurement Manager, the Purchasing and Finance Assistant will provide support on the day-to-day operations of Procurement function by delivering accurate and timely purchasing transaction processing covering requisitions, purchase orders, supplier onboarding, and invoice matching ensuring compliance.

Key accountabilities:

- **Requisition & Purchase Order Processing:** Authenticate requisitions for completeness; confirm correct coding, supplier selection, quotes where required; convert to Purchase Orders (PO's); maintain catalogue items and pricing under guidance, expediting PO's, actively ensure accurate prices, including budget prices, exist for all live SKUs ensuring these are set up, maintained and approved on the system (Tabs).
- **Supplier Management (Transactional):** Process supplier onboarding requests (collation of all relevant statutory documentation; verify VAT numbers, banking data, and risk flags); maintain core supplier records; request updates from suppliers.
- **Invoice Matching & Resolution:** Perform 2- and 3-way matches; resolve discrepancies by liaising with requesters, accounts payable, and suppliers; arrange credits/rebills; ensure GRNs are recorded promptly by departments and requesters are updated.
- **Compliance & Controls:** Apply procurement thresholds, route non-catalogue spend appropriately, check supporting documentation, and maintain audit trails.
- **Internal Service & Guidance:** Respond to queries via shared inbox/portal within agreed SLAs; provide clear instructions to non-finance staff on how to raise compliant requisitions and Works Orders.
- **Reporting & Data Quality:** Supporting the Procurement Manager to run standard spend reports; cleanse data; contribute to KPI packs (e.g., first-time-right %).
- **Support;** Deputise for the Procurement Manager on administrative tasks and other procurement-related activity as required.
Provides cover for colleagues in the administration team in times of high workload and absence.
- **Continuous Improvement:** Identify recurring issues (e.g., frequent price mismatches); propose updates to templates, catalogues, or FAQs; participate in UAT for minor system changes.

In addition to the above staff are required to: adhere to all College's policies and procedures; demonstrate excellent customer care; undertake appropriate learning and development; actively participate in performance review; encourage equality, diversity and inclusion; respect confidentiality; act in a sustainable manner; and proactively consider accessibility.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Experience	<p>Proven experience in a similar purchasing/finance administrative role.</p> <p>Experience of:</p> <ul style="list-style-type: none"> • vendor relationships • managing purchase orders • processing invoice queries • updating spreadsheets and documents • maintaining accurate inventory records <p>Familiar with market research.</p> <p>Understanding of market trends and finding the best quality materials at the lowest prices</p>
Skills	<p>Excellent IT skills and experience, in particular with excel with the ability to use pivot tables.</p> <p>Accurate data entry and use of extraction tools (e.g., Tabs, Oracle, NetSuite, SAP, Sage).</p> <p>Excellent communication skills.</p> <p>Attention to detail, problem solving and teamwork.</p>
Qualifications	<p>A-levels (or equivalent)</p>

EMPLOYMENT DETAILS

Rate of Pay:	£32,942 per annum.
Hours:	39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm.
Location:	In College
Contract type:	Permanent
Holiday:	25 working days plus 8 public holidays.
Meals:	Free lunch is provided for staff who are on site and whose duties cover this period.
Probationary Period:	Six months.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three months' service. All staff will become members unless they choose to opt out.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web-based information and support service providing staff with access to caring and professional consultants and counsellors.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. Several members of staff cycle to work, and the College may be able to provide covered cycle parking.
Private Health Care:	The College provides private health care and membership of a dental care scheme. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Cycle to Work Scheme:	There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it. Staff are able to apply for this scheme after successful completion of their probationary period. Maximum limits apply.
College Punts:	Use of College punts at a subsidised rate.