

JOB DESCRIPTION

Job Title:	Procurement and Asset Officer
	Full-time – 37.5 hours per week
Responsible to:	Procurement and Asset Manager / Financial Controller & Company Secretary
Accountable to:	Chief Executive
Overall objective:	Working with the Procurement & Asset Manager, contribute to the management of procurement and fixed asset services within the Clinic; liaising with other Departments as appropriate. Providing general procurement advice internally and implement value for money procurement solutions.

Main duties and responsibilities - Procurement

1. Purchasing goods and services and responding to queries from suppliers.
2. Work on procurement programmes in conjunction with team to achieve positive and measurable outcomes e.g. savings and improved processes.
3. Participate in and contribute to the development and use of Information Technology to meet procurement and supply chain needs.
4. Proactively reviewing and sourcing goods and services in line with value for money principles.
5. Participate in negotiations with suppliers for organisational specific value for money opportunities.
6. Assist in the formulation and implementation of policies, procedures and programmes to meet efficiency saving targets.
7. Monitor and manage the performance of suppliers, taking corrective action when appropriate to ensure contractual obligations are adhered to.
8. Approving purchase orders in line with delegated authority limits, resolving invoice queries in conjunction with Accounts Payable to ensure prompt payment of suppliers.
9. Support Procurement and Asset Manager to lead improvements to agreed timescales meeting quality criteria and maximising value for money and maintain best practice processes.
10. Manage a preferred supplier list and support negotiation process, ensuring ongoing effort to improve operations and work processes.

11. Support Procurement and Asset Manager with analysis of spend data identifying trends to support cost reduction initiative.
12. Liaising with other departments and key stakeholders across the organisation to support and work on projects for completion.
13. Identify new savings opportunities.

Main duties and responsibilities - Fixed Asset and Stock Management

1. Manage the Clinic's fixed assets Register, using standard accounting practices as advised by the Accountant to record and track all transactions.
2. Liaise with Heads of Department regarding fixed asset purchases and disposals. Tag / Label each fixed asset purchased and update the fixed asset database.
3. Regularly update and maintain the fixed asset database including the asset locations.
4. Assist the Accountant in providing information to the external auditor and other bodies relating to fixed assets.
5. Conduct timely physical inventories of fixed assets to validate the accuracy of the database, report and investigate any discrepancies.
6. Manage the Clinic's stock using standard accounting practices as advised by the Accountant to record and track all transactions.
7. Liaise with Heads of Department regarding stock requirements and ensure the stock databases are updated regularly including the stock locations.
8. Assist the Accountant in providing information to the external auditor and other bodies relating to stocks.
9. Arrange timely physical inventories of stock to validate use by dates, quality and quantity of items and ensure the accuracy of the database. Remove and report any obsolete items. Report and investigate any discrepancies.
10. Prepare stock reports and liaise with the Accountant regarding year end stock counts.

General Duties

1. Perform any other duties deemed appropriate to the grade.
2. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.

3. Communicate effectively with all users of the service, being courteous and respectful and ensuring confidentiality, at all times.
4. Actively participate and contribute to the continuous improvement of the service.
5. Attend all mandatory in-service training and lectures.
6. Comply with the Ulster Independent Equal Opportunities Policy at all times.
7. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
8. Participate in annual performance review and maintain own personal development file.
9. Responsible for own professional development and maintenance of knowledge and skills according to professional guidelines and from annual appraisal.
10. Adhere to and abide by professional code at all times (where applicable).

The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.

Personnel Specification

CATEGORY	ESSENTIAL	DESIRABLE
Experience	- Purchasing experience - Able to build relationships with suppliers - Able to work with budgets and forecast expenses within the organisation - A working knowledge of purchasing and/or finance related computerised systems e.g. Sage, stock management systems - Computer literate in Microsoft Office and; specifically advanced use of Excel	- Up to date knowledge of current trends and technological developments within procurement, fixed asset and stock management - Have experience of negotiating with commercial suppliers - Finance Experience - Knowledge of Pharmacy Medicines and medical devices and equipment - Experience of developing relationships with stakeholders, suppliers
Education/Qualifications / Training	5 GCSEs including English Language and Mathematics at Grades A-C (or equivalent)	A primary degree or an appropriate professional qualification
Professional Membership		Membership of a relevant professional body
Other	- The post holder will be required to be flexible in their working pattern to meet service needs. - Satisfactory completion of the following checks: References **Evidence of right to live and work in UK Health screening Qualification checks *ACCESSNI clearance.	

Competencies:

- Ability to use initiative when working alone or as part of the team. Ability to work with minimal supervision
- Teamworking - A strong team ethos and coaching approach to developing others, ability to adapt and drive change with a professional development mindset.
- Patient focused
- Well-developed and effective communication and interpersonal skills
- Excellent planning and organisational skills
- Highly motivated with a desire to deliver value for money to the business

Information for Applicants

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

****You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.**