

JOB DESCRIPTION

Ref: 0165-24

Job Title:	Purchase to Pay Assistant	Present Grade:	4
Department/College:	Procurement, Finance Division		
Directly responsible to:	Purchase to Pay Supervisor		
Supervisory responsibility for:	none		
Other contacts			
Internal: Other areas of Finance, customers throughout the University			
External: Sales and accounts contacts in the supply chain			
Major Duties:			
Provide general procurement or payment advice, in accordance with the Financial and Procurement Regulations, adopting a professional customer service attitude			
Maintain the Supplier master file:			
<ul style="list-style-type: none"> validate data as necessary and update the supplier master file in accordance with the regulations regarding fraud contact suppliers and users for missing information 			
Purchase order processing:			
<ul style="list-style-type: none"> check validity of requests to purchase, requesting any additional necessary paperwork and refer any non-compliance which cannot be resolved to the Procurement Supervisor Determine whether the purchase should be made with a Procurement Card and action as appropriate. enter compliant requisitions and follow up approvals to ensure orders are generated Check that deliveries have been made and raise GRNs. provide status reports to the Supervisor on an agreed basis Involvement in resolving queries from staff, students and suppliers on a timely basis 			
OR			
Invoice processing:			
<ul style="list-style-type: none"> Accurate input to the University's Finance systems of large volumes of supplier invoices, student payments, and credit card logs Payment of suppliers by BACS including domestic and foreign on-line payment methods Operation of month end and year-end procedures in accordance with deadlines Involvement in resolving queries from staff, students and suppliers on a timely basis 			
Systems Administration:			
<ul style="list-style-type: none"> Administration and maintenance tasks in the back office systems to support the purchase to pay process 			
Undertake small purchase to pay projects under the direction of the Purchase to Pay Supervisor			
Work within the team, providing cover in both disciplines of procurement and supplier payments			