

## Job Description

<b>Job Title</b>	<i>Procurement Administrator</i>
<b>Department</b>	<i>Finance Team</i>
<b>Reports to</b>	<i>Financial Controller</i>
<b>Responsible for</b>	<i>na</i>

## Job Purpose

This role is a crucial interface between production, engineering, accounts and suppliers. To support the finance team and Financial Controller by carrying out day to day procurement as required.

To develop the company's supply chain management, responsible for sourcing and purchasing materials, equipment and services to ensure the company has what it needs in a timely fashion.

To track inventory levels and assist with development and implementation of procurement policies and procedures.

To manage supplier relationships and ensure compliance with laws and regulations. To ensure purchasing is as cost effective and sustainable as practicably possible. To establish and manage an improved supplier list.

## Duties and responsibilities

### Operational responsibilities

- Carry out daily procurement tasks as required, liaising with Bennamann personnel to organise orders in terms of priority / urgency
- Communicate priority / urgency to suppliers and liaise with suppliers and customers about order status
- Monitor and pursue outstanding orders / deliveries / receipts and explore improvements to reportable monitoring within SAP
- Supervise development and establishment of an inventory / stores system
- Identify new suppliers and evaluate their compliance with relevant legislation / sustainability standards and Bennamann values
- Work closely with major suppliers to manage elements of that relationship eg fluctuations in price, supply chain / delivery times, new bids, adherence to contract terms and legislation
- Carry out quotation analysis, liaising with appropriate engineers or project managers to ensure VFM, quality and time constraints are optimised
- Generate purchasing reports as and when required
- Support the Finance Team as required, i.e reconciling bank statements, invoicing, monitoring Accounts' emails and making payments etc.

- Adhere to the organisation's financial policies and procedures
- Answer questions and provide assistance to stakeholders, customers, and employees

### **Peer group / cross team liaison**

- Maintain a good working relationship with colleagues and peers, reflecting Bennamann values
- Ensure all employees understand processes and deadlines around procurement and purchasing

### **Reporting and communication**

- Assist in the development of management reports, as and when required
- Training via Teams to communicate new procurement procedures to colleagues

### **Team**

- Proactive member of motivated and engaging team
- Participate actively in team meetings and proactive in own review and development
- Supportive member of *the Finance Team*, role modelling Bennamann values in both internal and external relationships
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions
- Support the team with any ad-hoc administrative tasks as and when needed.

### **H&S**

- Responsible for own H&S and that of your direct reports, adhering to company guidelines be this in an office / workshop setting, on site, in a vehicle and / or any other reasonable context
- Highlight any H&S risks you identify to management
- Ensure you have any and all reasonable PPE and highlight any deficiencies to management who will address as required

## Person Specification

ATTRIBUTES	ESSENTIAL (must have these skills or experience)	DESIRABLE (prepared to train or develop in these areas)
<b>Relevant Experience</b> Work and non-related work experience relevant to the job and organisation	<b>Technical/Operational</b>  Familiarity with business and finance principles and practice Experience with Accounts Systems (ideally SAP)	Previous bookkeeping and financial assistant experience
<b>Education/ Training</b> Specific qualifications and or training	Advanced Excel user, rounded MS Office skills. Strong IT & Numerical Skills	CIPs Level 3 Bookkeeper and / or AAT qualification
<b>Qualities, knowledge &amp; skills</b> Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained	An empathy and affinity with the Bennamann company values: <ul style="list-style-type: none"> <li>- Safe, reliable and dependable</li> <li>- Protecting the environment and with a zero-carbon footprint</li> <li>- Value our customers and our colleagues</li> <li>- Profit with integrity</li> <li>- Innovative, passionate with a can-do attitude</li> </ul> Great attention to detail, excellent maths skills, understanding of GDPR, proven integrity and honesty  Solid communication skills, both written and verbal with analytical ability and critical thinking skills  Able to organise and prioritise tasks and remain calm under pressure.  Flexible and adaptable to changing workloads, able to solve problems and support others, and think creatively about solutions	

	<p>In addition:</p> <ul style="list-style-type: none"><li>- Adheres to process and policy, including PPE and uniform</li><li>- Presentable, with the ability to be a positive representative for Bennamann in relationships with customers and suppliers, ranging from farmers to councillors and scientists</li></ul>	
<p><b>Additional factors</b> Working conditions/hours, ability to drive, any special working conditions (eg gas handling)</p>		