



1 Advertisement

Post Title: Supply Chain Administrator

School/department: Finance Division

Hours: Full time or part time hours considered up to a maximum of 36.5 hours.

Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 9046

Salary: starting at £23,144 to £26,396 per annum, pro rata if part time

Placed on: 22 July 2022

Closing date: 10 August. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: As soon as possible

We are looking for a Supply Chain Administrator with Accounts Payable experience.

The purpose of this post is to provide an efficient, effective and high-quality service across the Purchase to Pay (P2P) process. Key stakeholders include Staff and Students conducting Procurement and Purchasing activity and the Suppliers that deliver the associated goods, services or works.

Due to the segregation of duty required throughout the P2P process, it is not appropriate for individual post-holders to conduct all activities associated with the role concurrently.

As such, post-holders will hold one of the following specific Responsibility Profiles at any given time, with the ability to rotate at appropriate intervals. As processes develop, these Profiles may be subject to change or realignment.

Please contact S.Howard@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at [Accounts Payable : Teams and services : Finance Division : University of Sussex](#)

3. Job Description

Job Description for the post of: Supply Chain Administrator

Department: Finance Division
Section: Procurement Operations and Supply Chain Management
Location: Sussex House
Grade: 4
Responsible to: Head of Fin. Ops (AP) or Supply Chain Performance Manager
Responsible for: N/A

Role description:

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PRINCIPAL ACCOUNTABILITIES

1. Provide a friendly and professional reception and general enquiries service to students, faculty and visitors
2. Provide clerical support to school staff and officers
3. Within clear parameters to take responsibility for specific projects or areas of work.

KEY RESPONSIBILITIES

- Working as part of a team and within the wider institution, act as first point of contact in the administration office for students, staff and visitors. Respond to general enquiries interpreting university and external regulations as appropriate, referring to others as appropriate more complex issues or ones that are outside of normal practice.
- Assist in producing and maintaining a number of sources of information on the website and in publications
- Make administrative arrangements for training and events including room booking, catering, travel and accommodation arrangements for staff
- Follow administrative procedures, write new office procedures and set up new office systems

- Reconciliation of strategic suppliers on monthly basis
- Organise mailings for communication, training, and events, maintain mailing lists
- Compile agendas and draft minutes for team meetings
- Work with Suppliers to ensure quality of service delivery, accurate billing, timely payment and build strong relationships
- Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables
- Assist with staff recruitment: prepare job adverts, job descriptions and further particulars, letters of acceptance and standard contracts, collate applications and compile interview schedules
- Raise purchase orders and arrange payment of invoices on the Finance System
- Provide 2nd line support and enquiry management to staff involved in Purchasing activity
- Work with Key Suppliers to identify and facilitate improvement activity around VFM
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).]
2. Effective planning and organisational skills to organise own workload and priorities.
3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
4. Ability to work flexibly within a small team and also on own initiative.
5. Competent IT skills to effectively manager own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. N/A

DESIRABLE CRITERIA

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.