

Position Description

Position title:	Senior Procurement Officer
Directorate:	Governance
Service Unit:	Finance
Reports to:	Purchasing and Accounts Payable Coordinator
Direct reports:	Nil
Salary point:	TBC
Work location:	Works Depot, Turton Road Waratah
Date revised:	July 2020

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Finance?

Finance sits within the Governance Directorate at City of Newcastle (CN) and it's our vision to ensure that the financial decisions made at CN are prudent and responsible to safeguard the financial legacy of the City.

We have a large and diverse team responsible for financial management and systems, budgeting, procurement, rating and debt management. Finance is a trusted adviser to the organisation who partners with all areas of CN to balance legislative compliance, service delivery to the community and evidenced based decision making. Finance staff are based between the city administration centre and the works depot but maintain a shared culture of collaboration and diligence. Finance staff are skilled professionals committed to our wellbeing, continuous improvement and offering superior customer service.

What's the focus of this position?

The position will support the Procurement Team in the delivery of key tasks and deliverables required for purchasing, accounts payable and stock/inventory management functions.

What you'll be doing:

- Undertake and complete key Financial Services auditable internal control functions, including reconciliation of account transactions, identification and investigation of discrepancies, recommendation to management any required adjustments and accurate record keeping.
- Provide support and advice to the Procurement Team functions including, telephone and face-to-face enquiries, purchasing, accounts payable, the issue of inventory products, the receiving of delivered goods inwards, and the processing of goods receipting.
- Provide administrative assistance in the delivery and completion of Accounts Payable, Job Costing and Workplace Inspections whilst collecting data and preparing Procurement Team Reporting.
- Establish and administer inventory stock control count and investigate discrepancies and report adjustments.
- Provide key user support in maintaining the integrity and currency of the Supply Module Catalogue with products identified by customers and the Procurement Team including the review of daily supplier pricing alert.
- Exercise a tutoring / mentoring role for team members to develop knowledge and skills across the procurement team.
- Provide training to CN employees in the utilisation of the Supply Module and promote benefits of the utilisation this Catalogue.
- Collect data from the Procurement Team functions and prepare management monthly Procurement Team reporting.
- Processing of refund payments and associated adjustments required to action the refund within the connected systems of CN's ERP. Including adjustments across Enterprise Cash Receipting (ECR), Property & Rating (P&R), and Financials within Core Enterprise Suite (CES).
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

The essentials you'll need:

- Bachelors Degree in a Business, Management, Commerce or Economics, and / or significant equivalent industry experience.
- Solid understanding of the governance principles in Supply Chain Management.
- Demonstrated computer skills and experience with Microsoft Office especially with Excel for data manipulation.
- Strong attention to detail to ensure accuracy and relevance of catalogue information.
- Demonstrated ability to plan, prioritise, organise set and meet deadlines.
- Excellent interpersonal and communication skills including the ability to interact effectively with both internal and external customers at all levels.
- Ability to solve problems or look for alternatives that satisfy a range of legislative and Council policies and procedures.

- Proven ability to develop and maintain relationships with internal and external customers through the determination of needs, management of processes and delivery standards.

Other valuable skills you may have:

- Knowledge of Local Government tendering and procurement Legislation or similar Statutory experience.
- Working knowledge and practical application of a Supply Accounting System.
- Knowledge of products and services relevant to providing Local Government services.
- Experience working with and substantial knowledge of T1 Cloud Corporate Applications E.g. Finance module, Supply Module, ECM.
- Experience in reviewing developing and implementing procurement and payment procedures.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	