



Purchasing and Finance Officer

Service	Reporting to	Grade	Salary	Location	Hours
Place – Construction Services	Business Manager	3B (SCP 25-28)	£37,563-£40,444	Salford – Swinton Hall Road Depot	36

About the role

- Undertake the buying role for Construction Services
- Sourcing appropriate materials & suppliers in line with SCC procurement procedures and place purchase orders for all materials
- Management of stock and PPE purchases and finding best market value in line with delegated financial limits on behalf of the Head of Service
- Managing contractor orders and Plant Hire/Vehicle orders that are required for the needs of Construction Services
- Using both CPA Costing system and SAP Finance system to ensure both value and quality
- Goods receipting of all items received at Construction Services including the on-hire and off-hire of all plant items and vehicles
- Approval and processing of all invoices for payment for all items detailed above along with the accrual of all costs into the CPA Costing system
- Individuals may be allocated to specific activities (Material procurement and ordering) but will also be expected to provide cover as directed.

Key outcomes

- Work with all managers to identify and negotiate Framework Contracts to enable the most efficient procurement route
- Responsible for placing all purchase orders for materials, plant & contractors as requisitioned by Managers and Supervisors and others authorised to purchase items.
- Obtain quotations for products and services required for the service in line with local government procurement rules
- Explore opportunities & alternative products when sourcing materials to enable best value and quality in procurement considering delivery times needed to maintain the works programme.

- Source alternative suitable products when the product we require isn't available for when required
- Ensuring reconciliations with stock information between CPA Costing system and stock area
- Working with stock controller and others to ensure sufficient stock of materials for forthcoming projects taking into account product lead times
- Assume responsibilities of Business Manager in their absence.
- Responsibility for entering and maintaining all GRN's, Weekly Plant & Vehicle accruals, Staff Hours, Allocations, Payroll, Cost Schedules within CPA.
- Responsible for placing Short Form Contract Orders
- Responsible for placing Plant Orders as requisitioned by Managers and Supervisors
- Responsible for on and off hiring all plant items and vehicles
- Completion of DDN's for any items over £5k to comply with Salford City Council CSO's.
- Gathering & compilation of physical and financial information to assist with future contracts and frameworks required for the service
- Creation of all Material, Plant & Vehicle and Contractor orders within CPA Costing system & SAP Finance systems
- Monitor spend with companies where there is an agreement in place with the council
- Creation of all job revenue and scheme job numbers in CPA to enable the allocation of costs to specific revenue streams and projects
- Ensuring compliance with H&S Legislation
- Ensure all COSHH & Material Data Sheets are supplied with products and available for viewing
- Keeps Statutory Records
- Carry out monthly H&S checks for Office Building
- Management of all plant related H&S paperwork and administration
- Answering and acting on external calls from general public and from SCC Call centre.
- Processing time sheets / plant / labour as required.
- Any other general Admin duties as directed
- Responsibility for preparation, approval & batching of all Material invoice payments including contractor invoices within CPA
- CPA cost monitoring of suppliers, plant and contractor costs & reporting including regular budget and cost reports as requested by Managers
- Provide financial information based on data and knowledge to assist with future forecasting
- Manage financial filing system
- Check all supplier statements and resolves any queries with suppliers
- Resolve queries on invoices that may occur and check supplier payment dates.
- Co-ordinate invoice batches from CPA to SAP ensuring all numbers and coding are correct
- Check all invoices received and entered in CPA have been uploaded in SAP for payment in line with supplier payment dates
- Assist with month end and year end accounts
- Management of purchasing system with values up to circa £5m per annum in direct liaison with Head of Service

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on the Institute of apprenticeships website.

Tailored Development

We can offer on the job training and CPD opportunities

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).



Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our Organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.