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| **ABOUT THE ROLE**One of our core priorities across all parts of the business is delivering an excellent experience every time to every customer, internal and external. Our service style is being easy, reliable and empathetic – which you will make a central part of your role.Working as part of a newly formed centralised team, to take responsibility for ensuring that Utilities, Council Tax and Business Rates payments are made in a timely and accurate manner. This will include: In particular: * Raising Purchase Orders on the organisation’s eProcurement system, ensuring invoices are authorised for payment complying with our Financial Regulations
* Ensuring that purchase requisition are raised and approved correctly and timely, purchase orders are seamlessly created correctly and queries resolved on a timely basis
* Checking, coding, recording and inputting expenses/ invoice details for payment
* Receipting Purchase Orders raised
* Creating and coding manual payment forms where required
* Complete relevant supplier statement reconciliations
* Ensure all queries & escalations are proactively managed to resolution
* Any other duties commensurate with the level of the post
* Working with the Managers to review, streamline and automate working practices and procedures

**About you:** * Experience with processing large volumes of data working to tight deadlines and committing to working effectively and supportively as part of a team.
* Excellent organisational skills
* Demonstrable administrative experience and able to organise and prioritise own workload against a high level of throughput.
* Experience with liaising with internal stakeholders of all levels within a large organisation.
* Understand the importance of and uphold effective supplier relationships.
* Good attention to detail and accuracy.
* Effective communication skills (written and verbal), must be confident to deal with internal stakeholders and external customers
* Intermediate level MS Excel skills
* Proficient working with various IT systems. Experience with working with eProcurement systems is an advantage.
* You will be totally committed to delivering excellent customer experience – being easy, reliable and empathetic in the way you deal with customers, and colleagues.

**The role is subject to a basic DBS check.****Employees are responsible for their own Health & Safety, ensuring a safe working environment for colleagues**. |



**Job Title: Purchase Requisition Administrator**

**In a nutshell: You will provide an excellent invoice coding function as part of a team reporting into the Purchase Ledger Manager, whilst delivering a customer focused service to the organisation. In addition you will provide support with ad-hoc tasks and assist both internal and external customers ensuring all queries are addressed in accurate and timely manner.**