

**Job Description**

**Post Title:** Procurement Manager

**Responsible to:** Director of Finance

**Responsible for:** No Formal Line Management Responsibility

**Job Purpose:** Provide a high quality procurement service working across all schools within the Trust, proactively sourcing goods and services in a timely manner to ensure value for money whilst ensuring compliance with latest legislation and guidance.

**Main Duties:**  The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1 Responsible for the processes in relation to purchasing activity across the Trust providing guidance and support, ensuring value for money, effective service delivery and commercial outcomes for the Trust.

2 Work with the Director of Finance to develop and implement a procurement strategy for the Trust.

3 Ensure the Trust has appropriate procurement policies and procedures in place for the size of the Trust and are compliant with current legislation and guidance.

4 Ensure procurement processes are correctly undertaken and comply with current financial and procurement regulations, Trust procedures and ESFA guidance.

5 Analyse and interpret spend data using industry recognised benchmarking tools.

6 Create and oversee a database of approved suppliers, including supplier due diligence, auditing, evidence maintenance and championing the use of these suppliers across the Trust.

7 Maintain an up to date register of all live contracts, SLAs, leases across the Trust.

8 Lead on tenders and framework agreements acting as a facilitator for the process ensuring value for money and adherence to relevant procurement and financial regulations.

9 Support on the set up, negotiation, monitoring and termination of Trust wide supplier contracts, SLAs and leases.

10 Provide guidance and support to colleagues undertaking procurement activities to ensure compliance with Trust procedures and legislative requirements and ensuring value for money.

11 Work with the Trusts Data Protection Officer to ensure all contracts are GDPR compliant.

12 Monitor the Pecuniary Interests for procurement activity requiring additional reporting for audit purposes or approval from ESFA.

13 Manage the related party transactions register and associated evidence for ESFA compliance and audit reporting.

14 Identify potential saving opportunities across the Trust and work with relevant colleagues to ensure delivery.

15 Work with the Director of Finance to develop and implement a strategy for asset management. Oversee the asset management process.

16 Assist the Director of Finance and Finance Managers in preparing investment plans and budgets.

17 Provide system and procedural training to key staff to promote good practice and reduce risk to the Trust.

18 Actively and pro-actively contribute in the development and continuous improvement of the financial and procurement systems and procedures.

19 Support the internal and external auditing processes.

20 Provide a customer focused service, ensuring that effective and constructive working relations are developed and maintained within the Trust and with suppliers.

21 Deputise for the Director of Finance as required.

22 Be proactive in regards to personal development of yourself and that of the team.

23 Promote and implement the Academies Equality Policy in all aspects of employment and service delivery

24 Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Trusts policies and procedures