



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Trainee Faculty Buyer, Purchasing



Salary: Grade 3 (£16,289 – £17,898 p.a.) or Grade 4 (£18,412 - £21,220 p.a.)

Reference: CSPUR1019

Trainee Faculty Buyer Purchasing, Corporate Services

Are you interested in developing experience in a purchasing role? Do you have excellent communication skills with the ability to develop and maintain good working relationships?

You will provide a professional, customer focused, procurement service supporting the purchasing needs of three of the University faculties (Satellite 3).

Working with University colleagues and suppliers, you will ensure that the University is obtaining value for money when purchasing goods, supplies and services, and that procurement processes are carried out in an effective and efficient manner. You will have a proactive approach to problem solving, helping to resolve purchasing and invoice queries. You will work with the SAP purchasing system (P2P) and other in-house procurement systems entering information and generating reports.

You will be self-motivated and resourceful with excellent communication skills and the ability to work with a wide range of people and as part of a team. You will have strong numeracy and literacy and IT skills and be willing to undertake the required training courses.

What does the role entail?

As a Trainee Faculty Buyer your main duties will include:

- Acting as first point of contact for any purchasing enquiries from Faculty colleagues;
- Having an overview of purchasing within the faculties from requisition through to invoice paid, this includes:
 - SIPR requisitions;
 - Preparing Purchase Orders across three faculties;
 - Providing guidance to end users to ensure goods receipting is carried out in a timely fashion;
 - Resolving blocked invoice queries across the three faculties (using SAP MRBR & ZMIR5 reporting);
 - Holding responsibility for a faculty purchasing credit card;



- Liaising with suppliers regarding purchase orders and payment, including adhering to University payment terms;
- Solving retrospective invoice queries;
- Entering accurate and complete information into SAP;
- Generating standard SAP reports;
- Understanding and remaining up-to-date with University financial regulations and policies and procedures (for example travel and purchasing policies) and conveying these effectively to Faculty staff;
- Assisting the Purchasing Manager in carrying out competitive tendering exercises for Faculty high value purchases;
- Building up a network of staff contacts, liaising to discuss mutual problems and working to devise solutions which may be adopted as best practise across the University;
- Maintaining records and files to an auditable standard;
- Training end users in the use of the University's front end purchasing systems (SIPR & Science Warehouse).

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Trainee Faculty Buyer (Grade 3) you will have:

- Strong numeracy and literacy skills, evidenced through educational qualifications or work-based experience;
- Basic IT skills, including the use of Microsoft Office Applications, and a working knowledge of the Internet;
- A willingness to undertake required training courses: procurement-related SAP training is mandatory;
- Effective time-management and organisational skills;
- Strong communication skills, including the ability to communicate effectively by telephone;
- An ability to develop and maintain good working relationships with outside suppliers and all levels of staff;
- Self-motivation and resourcefulness, whilst maintaining the ability to work well as part of a team;



- Experience of managing confidential information in an appropriate manner;
- The ability to work with accuracy and attention to detail;
- A willingness to, on occasion, work outside of the Satellite Procurement Office.

You may also have:

- An understanding of the basic principles of procurement;
- A willingness to be flexible with working hours as and when required.

As a Trainee Faculty Buyer (Grade 4) you will also have:

- Previous relevant experience of transactional purchasing, working in an office/environment and familiarity with purchasing terminology;
- Experience of using SAP purchasing system or similar;
- Evidence of a pro-active approach to problem solving.

If applying for this role at Grade 4, please address the Grade 4 essential criteria in addition to the Grade 3 criteria.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Richard Lewis, Purchasing Manager

Tel: +44 (0)113 343 6971

Email: r.lewis@adm.leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

