

# Purchasing Officer (Internal Only)



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0535-24**

**Grade: 6**

**Salary: £26,643 to £28,879, per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Part Time (29.2 hours per week)**

## Job description

### Job Purpose:

The Purchasing Officer administers the College of Engineering and Physical Sciences (EPS) ordering, purchasing, invoicing, delivery, and payment processes in accordance with the University's financial procedures. This role works closely with the Operations Manager and acts as a central contact for purchasing activities within the College, liaising with staff, research students, external suppliers, and the University's Finance department to provide advice and support on procurement and payment procedures.

### Main duties and responsibilities

- ▶ Provide advice, information, and support to College staff on a range of financial and procurement issues, including ordering of goods and services, purchasing policies and procedures, approved suppliers, payment, and delivery.
- ▶ Support the College's purchasing, ordering, and payment requirements, ensuring compliance with University financial regulations and the maintenance of accurate records, including extensive use of Agresso.
- ▶ Provide information and analysis to support staff, budget managers, and research grant/contract holders.
- ▶ Manage, monitor, and process invoice payments, goods receipt, import, and VAT payment arrangements.
- ▶ Act as the deployer of the virtual credit card, issuing and managing requests for credit card payments. Support requests for one-off payments, non-supplier payment requests, and expense claims.
- ▶ Set up new suppliers in compliance with University Financial Regulations.
- ▶ Ensure appropriate authorisations for all financial transactions in accordance with College and University procedures.
- ▶ Support staff travel and hospitality booking arrangements and expense claims, working closely with the Operations Manager and Operations Team.
- ▶ Collaborate with colleagues in Procurement and Finance to ensure capital equipment tenders are handled according to University policy and procedures.
- ▶ Support the maintenance and recording of the College's assets, working closely with College technical teams and other staff.
- ▶ Facilitate the purchase of software licenses and organisational memberships as required by the College.
- ▶ Liaise with the University's Finance department on various matters, including account setups, authorisation arrangements, supplier and payment issues, finance reports and processes, and resolving queries.
- ▶ Liaise with suppliers on issues including sourcing information, negotiating costs, resolving purchasing or invoicing queries, confirming delivery information, and addressing matters regarding goods that are incorrect, faulty, delayed, or lost.
- ▶ Coordinate with other University departments on purchasing, payment, and procurement issues.
- ▶ Reconcile payments and expenditures against relevant accounts and monitor and resolve outstanding orders and payment issues.
- ▶ Support other key College operational responsibilities as required, working closely with colleagues.
- ▶ Arrange couriers for staff and postgraduate research students and support the import and export of goods.
- ▶ Work flexibly and considerately as part of the College Operations Team, providing cover to the immediate team and the wider Professional Services Team at times of high workload or absence.

- ▶ Help deliver services in alignment with the College's strategic aims and Service Level Agreements.
- ▶ Undertake other duties and responsibilities commensurate with the grading of the post.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters, and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ A-level.</li> <li>▶ GCSE English and Maths or equivalent qualification.</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Substantial experience of working in a purchasing role.</li> <li>▶ Excellent customer service in a purchasing/administrative setting.</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Excellent written/verbal communication, interpersonal and customer service skills with a wide variety of stakeholders.</li> <li>▶ Ability to use own initiative and make sensible judgments.</li> <li>▶ Excellent time management skills with the ability to manage a heavy workload at key periods throughout the year.</li> <li>▶ Attention to detail.</li> <li>▶ Good personal organisation and time management skills, with the ability to prioritise own work activities.</li> <li>▶ Structured and proactive approach to work, comfortable multi-tasking and able to re-prioritise as required.</li> <li>▶ Open to change, demonstrating a flexible and adaptable approach.</li> </ul>	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications</b>		Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Working knowledge of purchasing in a higher education setting.</li> <li>▶ Experience of working with academic staff.</li> <li>▶ Ability to persuade and influence adherence to policy/process.</li> </ul>	Application form and interview

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

				
<b>Innovation</b>	<b>Collaboration</b>	<b>Ambition</b>	<b>Inclusion</b>	<b>Integrity</b>
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.	We work best when we are collaborative, working together to contribute to the Aston community.	We strive together for improvement and innovation looking ahead to see the bigger picture.	We treat everyone in our community equally and how they would like to be treated.	We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Ranjit Judge  
Job Title: Operations Manager  
Email: [r.k.judge1@aston.ac.uk](mailto:r.k.judge1@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.



## Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** [Benefits and Rewards | Aston University](#)

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

**Academic Technology Approval Scheme (ATAS):**

If you will conduct research in your role and you apply for a Skilled Worker or Temporary



Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

## **Before you start and Right to Work**

### 90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

## **Equal Opportunities**

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its

Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment.  
Individuals will not be identified by name.

### **Data Protection**

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) (“GDPR”). The University’s Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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