

**Directorate:** Adult Social Care and Health  
**Unit/Section:** Community Care Purchasing  
**Grade:** Level 2 Intermediate Apprenticeship  
**Responsible to:** Community Care Purchasing Senior

### **Apprenticeship Training Details**

**Name of Apprenticeship Standard:** Business Administration Apprentice  
**Level of Apprenticeship:** Level 2  
**Length of Study:** 12 Months

### **Purpose of the Job:**

Provide an administrative support service to the Purchasing Team, who are responsible for arranging services, following purchasing protocols and ensuring appropriate records are kept. You will assist in the smooth running of the service and undertake all relevant administrative duties as required.

### **Main duties and responsibilities:**

1. Promptly and accurately update systems and produce referrals and service delivery orders.
2. Update, modify and retrieve data on multiple systems, preparing reports, cross checking data to ensure accuracy. Develop new systems to meet information needs to provide accurate and reliable information.
3. Match and track invoices to services and process for authorisation and payment. Investigate when invoices do not match and liaise with appropriate teams to ensure correct payment are made. Ensure all payments are made in accordance with financial procedures and KCC policies.
4. Act as a first point of contact for the purchasing function, direct and answer queries as appropriate. Ensure effective communication with a range of people including external providers, clients and their representatives.
5. Develop, maintain and monitor all office systems within the team. Ensure that systems are adapted to improve effectiveness. Work in line with the County's Record Retention Policy, data protection and freedom of information protocols. Maintain accurate records of the activity you have undertaken.

6. Arrange and coordinate appointments and a variety of meetings, dispatching the relevant documents and taking minutes where required.
7. Recognise discrepancies in the system and be proactive in correcting or referring these to relevant teams for correction. Run appropriate reports, and identify anomalies within system reporting.
8. Take a proactive approach in supporting and encouraging the team in environmental-friendly working as part of the County Council's Green Agenda, e.g. double-sided photocopying, switching off consoles and lights etc.
9. Take ownership of tasks using initiative to overcome. Ensure you follow things through, chase up answers and escalate matters as appropriate.
10. Support senior managers when responding to emergency planning issues and ensuring there are business continuity arrangements in place at all times.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Purchasing Assistant Apprentice*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• No experience required</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• An ability to work within a team as well as on own initiative with more straightforward tasks</li><li>• Good level of computer skills including the ability to use Microsoft Office including Word, Excel, PowerPoint, Outlook</li><li>• Be well organised and efficient</li><li>• Good communication and interpersonal skills as well as a flexible approach</li><li>• Good written communication skills are particularly important, as are accuracy, common sense and motivation</li><li>• Excellent customer care skills</li></ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>