

Kent County Council

Job Description: *Purchasing Assistant*

Directorate:	Adult Social Care and Health
Unit/Section:	Operational Support Unit
Grade:	KR5
Responsible to:	Mosaic Provider Portal Manager

Purpose of the Job:

Provide an administrative support service to the Mosaic Provider payments team, who are responsible for ensuring adult health providers receive payments for services rendered. You will ensure manual payments are checked against the system and authorised for payment. You will undertake any administrative duties as required.

Main duties and responsibilities:

- Promptly and accurately update systems adding variations / suspensions to support billing.
- 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.
- 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.
- 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.
- Arrange and coordinate appointments and a variety of meetings, dispatching the relevant documents and taking minutes where required.
- 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.

- 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.
- Take ownership of tasks using initiative to overcome issues. Ensure you follow things through, chase up answers and escalate matters as appropriate.
- 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 their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Purchasing Assistant*

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Educated to GCSE level or equivalent (GCSE Maths & English grades A-C)• NVQ2 in Administration or equivalent or relevant
EXPERIENCE	<ul style="list-style-type: none">• Experience in an Administrative setting• Experience of communication by telephone and in writing• Experience in a Social Care environment
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Literacy and numeracy skills• Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows, Excel spreadsheet and bespoke databases• Ability to communicate with a range of people including providers, clients and their representatives• Ability to stay calm during difficult conversations• Interpersonal, organisational, and administrative skills• Ability to develop and maintain effective computerised and manual filing systems• Ability to organise and prioritise workload to achieve deadline• Ability to investigate complex queries and anomalies when required• Ability to take accurate notes and minutes of meetings• Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned• Co-ordination skills when arranging meetings and appointments• Ability to monitor and process accurate records

	<ul style="list-style-type: none"> • Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day if required, using car, public transport, car-sharing etc • Commitment to equalities and the promotion of diversity in all aspects of working • Ability to work flexibly and reacting in an emergency for business continuity, including cover for bank holidays, weekends and evenings
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of Social Care • Understanding of the needs of clients and their relatives • Understanding of Data Protection Act and confidentiality issues • Knowledge of a range of IT systems • Knowledge of computerised and manual filing systems • Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety • Understanding of business continuity • Basic understanding of Safeguarding
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all</p>

	<p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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