

## Kent County Council

### Job Description: *Purchasing Assistant*

---

**Directorate:** Adult Social Care and Health  
**Unit/Section:** Operational Support Unit  
**Grade:** KR5  
**Responsible to:** Business Support Manager - Purchasing

#### **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*

---

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>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent (GCSE Math's &amp; English grades A-C)</li> <li>• NVQ2 in Administration or equivalent or relevant experience</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in an Administrative setting.</li> <li>• Experience of communication by telephone and in writing</li> <li>• Experience in a Social Care environment.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Literacy and numeracy skills</li> <li>• Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and bespoke databases.</li> <li>• Ability to communicate with a range of people including providers, clients and their representatives.</li> <li>• Ability to stay calm during difficult conversations</li> <li>• Interpersonal, organisational and administrative skills</li> <li>• Ability to develop and maintain effective computerised and manual filing systems</li> <li>• Ability to organise and prioritise workload to achieve deadlines</li> <li>• Ability to investigate complex queries and anomalies when required</li> <li>• Ability to take accurate notes and minutes of meetings</li> <li>• Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned</li> <li>• Co-ordination skills when arranging meetings and appointments and arranging service user care when required</li> <li>• Ability to monitor and process accurate records</li> <li>• 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.</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working</li> <li>• Ability to work flexibly and reacting in an emergency for business continuity, including cover for bank holidays, weekends and evenings.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of older people and/or Social Care</li> <li>• Understanding of the needs of clients and their relatives.</li> <li>• Understanding of Data Protection Act and confidentiality issues.</li> <li>• Knowledge of a range of IT systems.</li> <li>• Knowledge of computerised and manual filing systems</li> </ul>

	<ul style="list-style-type: none"> <li>• 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</li> <li>• Understanding of business continuity.</li> <li>• Basic understanding of Safeguarding</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <p><b>Open</b></p> <ul style="list-style-type: none"> <li>• Act with integrity, honesty and transparency</li> <li>• Demonstrate a healthy attitude to risk</li> <li>• Welcome and expect change and evolving technology</li> <li>• Work in new ways</li> <li>• Be willing to learn</li> <li>• Work as a whole council</li> <li>• Treat people fairly and with respect</li> </ul> <p><b>Invite Contribution and Challenge</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively to find new solutions</li> <li>• Innovate</li> <li>• Put the interests and wellbeing of customers first</li> <li>• Be open to challenge</li> <li>• Actively encourage and expect contribution</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Do more for yourself</li> <li>• Take personal and professional responsibility for your actions and performance</li> <li>• Deliver at pace</li> <li>• Look for ways to save money</li> <li>• Look for commercial opportunities</li> <li>• Focused on outcomes</li> </ul>