

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Procurement
Post	Procure to Pay (P2P) Assistant
Post No	NU 268
Grade	Grade 5
Location	Fire & Rescue Service Headquarters, Llantrisant
Responsible to	Procurement Co-ordinator
Responsible for	N/A

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To assist in ensuring an efficient and effective procurement service for the South Wales Fire and Rescue Service.

DUTIES AND RESPONSIBILITIES

1. To process orders for all goods and services utilising the most effective procurement method in line with procedures laid down in Financial Regulations and contract standing orders.
2. To process the necessary arrangement for rail travel, conference booking, accommodations, including international events etc as requested by internal department and to ensure compliance with the relevant OPPD.
3. To process invoices in line with policies and procedures.
4. To approve purchase orders in line with the CSO threshold for Value for Money (VfM).
5. To ensure delivery of goods and services prior to processing of invoices.
6. To create new supplier records and amendments in line with the Service procedure.

7. To obtain written quotations for the supply of goods and services in accordance with procurement policies and procedures.
8. To deal with queries from internal departments and external suppliers in relation to purchase orders and payment of invoices.
9. To advise suitable methods of payment for small value purchases through methods other than electronic order.
10. To investigate outstanding orders on the system and to confirm delivery or contact suppliers where goods/services have not been completed.
11. Record all savings achieved through value added processes and challenge of indents
12. To monitor transactions against framework agreements to ensure procurement thresholds are not exceeded through aggregation of values.
13. To carry out weekly payment forensics investigations to identify duplicate and fraudulent payments
14. To manage the issuing and monitoring of fuel cards and monthly fuel investigation of statements. Ensure fuel deliveries are recorded through the Fuel Management System in a timely manner.
15. To assist in the disposal of surplus assets in line with the Services Disposal Policy.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

All documentation is available in both English and in Welsh and we welcome communication in either language.

Note:

There may be some travel between sites throughout the South Wales area and the post holder needs to be able to travel independently.

