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| **Job title:** | **Finance and Procurement Administrator** |
| **Grade:** | AO |
| **Team / Functional area:** | Finance and Procurement Services |
| **Location:** | Cardiff  |
| **Duration of post (if temporary or fixed term)** | Fixed Term until April 2025 |
| **Pattern of work:** | Full time |
| **Reporting to:** | Procurement Officer |

**Purpose of role**

Responsible for the operational delivery of financial and procurement services. Procurement of external inspection resource booking hotels, being a large part of this role and booking accommodation

**Key tasks**

* Dealing with finance and procurement queries and correspondence
* Raising purchase orders, processing invoices for payment.
* Contracting with external inspectors to provide inspection resource as required.
* Developing and maintaining finance records and provision of management information
* Tender/contract support and administration
* Managing hotel accommodation and travel requirements of inspectors
* To undertake any other duties as may reasonably be required by managers
* To provide support for other AOs on the team

**Person specification**

It is essential that you have:

* Good written and verbal communication skills
* Ability to prioritise tasks, work accurately and with attention to detail
* Ability to communicate effectively with staff at all levels of the organisation to ensure the timely delivery of information and meeting of deadlines
* Experience of maintaining detailed records e.g. of finance or asset records and inventories
* Ability to use ICT effectively, including Microsoft packages e.g. Excel, Word, and Outlook
* Awareness of current identified fraud activity and initiatives, considering impact on Estyn. Being alert to the possibility that unusual events or transactions could be indicators of fraud and acting to ensure Estyn’s financial system and processes are protected
* Understand how to deliver a quality customer service

It is desirable that you have:

* Experience of working in a service delivery or customer service environment

[**Key behaviours**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf)

The key behaviours for this role are:

* Seeing the big picture
* Communicating and influencing
* Working together
* Delivering at pace

Further information and example of these behaviours are detailed in the [Success Profiles - Civil Service Behaviours](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf) at Level 1 AO or equivalent Grade.