

Procurement Officer – Fixed Term Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the biggest health and social challenge of our time.

There are currently estimated to be 900,000 people in the UK with dementia. Many are undiagnosed and facing the realities of their condition alone.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to those living with dementia today and providing hope for the future.

We're here for everyone living with dementia.

As a Society, we are made up of people with dementia, carers, trusted experts, campaigners, researchers and clinicians. We are the UK's largest collective force of people with unparalleled knowledge and over 40 years of experience addressing the biggest challenges facing people living with dementia.

Together we are help and hope for everyone living with dementia.

Our values

Our values tell everyone who we are as an organisation. Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us what we all stand for. Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are Determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Procurement Officer – Fixed Term

Position in the Organisation

Reports to the Senior Procurement Manager.
Member of our Procurement team.
Part of our Finance and Assurance directorate.

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people living with dementia and their carers.

We have recently implemented a new finance system (Unit4) introducing purchase orders and P2P for the first time into the organisation.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A Trusted Expert who believes in working Better Together and demonstrates true Compassion.

Key Accountabilities and Responsibilities

- Ensure all the procurement reporting fields are populated for our suppliers in Unit4.
- Ensure Limited Company Contractors and Sole Traders are identified and flagged in Unit 4 for IR35 reporting.
- The above will supported from independent validation from our Creditsafe tool.
- Enrich the data so all automated processing functions within Unit4 are enabled (PO & remittance sending).
- This requires active engagement with individual suppliers to validate information supplied.
- Create a framework in Arena on our “approved and contracted” suppliers
- Populate the framework with source of supply information so that business users can easily find approved suppliers from which to order goods and services.
- This requires familiarity with contract structure to review and publish key commercial information.
- Ensure compliance to Procurement processes.
- Develop and maintain positive relationships with suppliers, internal and other external key stakeholders.
- Work collaboratively with the Procurement Managers to maintain the contracts management database.
- Develop and Analyse spend reports in Unit4 using Excel functions such as lookups and pivot tables, including:
 - Cross reference to contracts to support creation of new products in Unit4 to improve ease of purchase request creation and subsequent reporting.
 - Determine contracted versus uncontracted spend.
 - Categorise and segment supply base
 - Track actual spend versus estimated / contracted spend.
- Manage data and reports to input into the Procurement Power BI dashboard.
- Maintain efficient processes to ensure completion of tasks in a timely manner.
- Support any other procurement administration.

About you

- Experience supporting a Procurement team to publish and maintain relevant supplier contract information through the intranet to ensure compliance to approved suppliers
- An experience with managing data governance within a purchase to pay or ERP system.
- An understanding of the importance of data accuracy and a high level of attention to detail.
- Experience using and good knowledge of Microsoft tools such as Excel pivot tables, Power BI, Forms and Power Automate.
- Can evidence strong analytical skills.
- Understands the need to identify, quantify and manage risk.
- Possess a can-do attitude with an ability to prioritise work and meet deadlines.
- Resilient individual with a drive and ability to challenge stakeholders to deliver effective governance and process improvements.

Person Specification

- Proven and demonstrable ability to connect and develop effective working relationships with internal stakeholders at all levels of an organisation, and with external stakeholders including suppliers.
- Proven ability to work under pressure and meet deadlines.
- Excellent and professional communication skills, both verbal and written.
- Strong analytical and interpretation skills.
- Excellent IT skills and extensive experience/knowledge on using Microsoft packages.
- Work both collaboratively and independently and be able to prioritise your workload effectively.
- Excellent organisational skills and great attention to detail.
- Advocate for Alzheimer's Society, demonstrating passion and resilience to make a difference.
- Be a self-starter and incredibly motivated.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- To champion the diverse needs of people affected by dementia by working in a manner that facilitates inclusion and collaboration, within and beyond the Society.
- To support and enable volunteering activities.
- To implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- To be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.
- Work to embed a culture of inclusion and collaboration, within and beyond the Society.

Person Specification and Selection Criteria

Skills & Knowledge	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Excel knowledge, using Functions and Pivot Tables to analyse data	E	A/I
Understanding of Power BI	D	A/I
Experience of Purchase to Pay or ERP systems,	E	A/I
Experience working within or alongside Procurement and accounts payable functions to manage Suppliers and Supply	D	A/I

Competencies & Personal Attributes	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Excellent communication skills, both verbal and written	E	A/I
Work collaboratively and be able to prioritise your workload effectively and remain solution focussed throughout your areas of work.	E	A/I
Strong interpersonal and interpretation skills will allow you to have open jargon-free conversations with the business.	E	A/I
Excellent organisational and timekeeping skills.	E	A/I
Excellent attention to detail.	E	A/I
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	E	A/I
Be a self-starter and incredibly motivated.	E	A/I

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: careers@alzheimers.org.uk

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave