

JOB DESCRIPTION

- Employer: United Christian Broadcasters Limited
- Job Title: Purchasing Officer (P/T 18.75 hrs)
- Reporting to: Financial Controller
- Location: United Christian Broadcasters Limited, Operations Centre, Stoke-on-Trent
- Hours: Part Time, 18.75 hours - Monday to Friday
Some flexibility may be required
- Job Profile: Maintain a central contract store advising review/ renewal as necessary. Responsible for actioning requests for purchase of goods and services on behalf of all departments. Ensuring correct authorisation received on all purchases. Ensuring best value for money obtained on goods and service. Maintain security of company credit card details.

Duties:

- Responsible for raising and issuing Purchase Orders to suppliers on receipt of the authorised Purchase Requisition Form
- Ensure the correct documentation received for all purchase requests, and authorised appropriately
- Resolve supplier invoice queries as necessary
- Provide advice on product ranges, alternatives, features and benefits
- Managing relationships with existing suppliers ensuring best terms of supply, maintaining preferred supplier listings
- Provide a professional point of contact to all service users; both internally and externally, ensuring that work undertaken accurately reflects UCB's Christian values and ethos
- Maintain central contract store with accompanying listing, advising relevant Department Head/Executive of review/renewal in timely fashion
- Conduct price and service reviews
- Tendering for relevant contracts to include photocopiers and utilities

- ❑ To respect the confidentiality of UCB's data and ensure that any regulations (e.g. Data Protection Act) concerning security or confidentiality (including the safeguarding of passwords) are complied with
- ❑ Assisting and covering other duties as required within the Finance and Cash Office areas
- ❑ To support all of UCBs fundraising activities and events; whether in prayer and/or directly in participation, ensuring sufficient resources are available in order to maximise success.
- ❑ To gather testimonies from UCB's readers, listeners and viewers, reporting on the positive impact and public benefit the Charity provides and forwarding them onto the appropriate testimony champions.
- ❑ Any other duties as may reasonably required

Qualifications, Knowledge, Experience and Key Skills:

- ❑ Good interpersonal and communication skills
- ❑ Ability to prioritise tasks in order to meet required deadlines
- ❑ Ability to adapt as organisation develops
- ❑ Ability to identify and recommend improvements to and implement new systems and procedures
- ❑ Experience of relevant software including Microsoft Office Suite

Person Specification:

- ❑ The commitment to participate in daily prayer time in order to promote team unity
- ❑ Be an Ambassador for Christ and UCB delivering a distinctly Christian service to colleagues and supporters
- ❑ Be prepared to witness to the life changing message of Jesus and lead people to Christ as appropriate
- ❑ To develop ways of introducing UCBs story in a manner that is relevant and engaging

Such other duties that are within the scope of your skills and capabilities that may from time to time be reasonably required

Dated: February 2021

This Job Description does not form part of your Contract of Employment