**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Buyer</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Finance - Procurement</td>
</tr>
<tr>
<td>Job type</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Grade:</td>
<td>5</td>
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<tr>
<td>Accountable to:</td>
<td>Procurement Business Manager</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
</tr>
</tbody>
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**Purpose of the Post**

Working closely with the Schools, Departments and the Procurement Team, the postholder will be part of the Buying team who will act as the main buyers for the College, identifying what to buy, from which provider, and the best way to buy using knowledge of College contracts to source goods and services.

The postholder will be responsible for the end-to-end process including ordering, goods receipting and management of the order.

They will advise staff and students on all aspects of buying, ensuring College guidance and procedures are adhered to.

**Key Tasks**

- To process purchase orders where the contract is known and with preferred suppliers.
- Respond to purchase order requests where there is currently no contract, obtain quotes and raise purchase order.
- Escalate purchase order requests to the Procurement team when the College Preferred Supplier is not used.
- To identify the most appropriate route to buy, e.g., contract, purchasing card, PO
- To act as first point of contact for buying and to manage order related queries.
- Escalate tender and contract related queries to the Procurement Team.
- Provide advice to Schools and Departments on the buying of goods and services.
- To check that all goods and services have been received/delivered as specified in the order.
- Run status A and B reports and follow up with the Schools and Departments to ensure efficient payment of suppliers.
- To undertake payment query investigation and liaise with payments staff as required.
- To develop the supplier relationship at a transactional level.
- Review supplier performance and provide feedback to the Procurement Team.
- To request new supplier and complete all the necessary new supplier checks and verification.
- To complete off-payroll assessments for engagements when appropriate.
- To obtain quotes to fulfil the Financial Regulations and VFM.
- To produce invoice expenditure reports and work with the Procurement team to consolidate suppliers and increase contracted spend with preferred suppliers.
- To review expenditure data and recommend better buying behaviours.
- To identify opportunities and provide recommendations for internal/external process improvement.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to:

- Liaise with all levels of staff including senior managers
- External relationships with suppliers and organisations