



Role Profile

Job Title

Junior Procurement Assistant

Salary range	Point 14 (£25,059) – Point 19 (£26,888) FTE
Contract	Permanent
Main location	Portland College
Hours and basis	37.5 Mon-Fri
Reports to	Procurement Officer
Date of issue	September 2025

Why Portland Charity needs this role

Portland Charity provides education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 300 learners and citizens and 600 staff. The role supports the Finance Function, Budget Holders and SMT, primarily with the production of high-quality financial reporting and budget control.

What you will be doing

Procurement

- Create and maintain relationships with internal and external stakeholders.
- Liaise with suppliers to place orders, confirm delivery and raise queries.
- Assist in the periodical review of vendors and suppliers, maintaining and updating as required.
- Maintain purchase records and other important data.
- Manage multiple email accounts.
- Assist in planning for purchasing services, and supplies.
- Ensure that the products and supplies meet required quality standards, by reviewing, comparing, analysing, and approving products and services.
- Managing inventories and distribution of goods to departments, including the manual handling of stock and conducting stock takes.
- Assisting in the centralised ordering management.
- Raising, completing, and reviewing Purchase Orders.
- Work with colleagues to complete duties as needed.
- Follow and enforce the company's procurement policies and procedures.

Cashier

- Assist in the processing of incoming cash, issue receipts and banking when required.
- Make petty cash payments in line with college policy.
- Reconcile all cash receipts and expenses on a weekly basis.
- Maintain Student Finance records in connection to "Bank of Portland".

Finance Team

- Raising as well as responding to internal and external queries as necessary.
- Provide support across the Finance team during periods of absence to ensure all areas of finance are adequately covered.



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- To ensure Audit Compliance in all areas of responsibility.
- Responsible for checking Budget Managers allocation to correct expenditure codes.
- Assist with College Banking activities.

Other Duties & Responsibilities

- To Create and upkeep Excel Spreadsheets in connection with Duties.
- To assist the Procurement Officer with departmental development plans in line with areas of responsibility.
- Undertake various Ad Hoc assignments as required by the Financial Operations Manager / Director of Finance and Compliance.
- Any other duties the Management may, from time to time, reasonably require.
- To be prepared to undertake training as and when required.

Key work relationships

- Internal – Procurement Officer, Finance Operations Manager, Director of Finance and Compliance and Budget Holders.
- External stakeholders – Suppliers, Learners/Citizens/Residents, and Government Bodies.

Working Environment

- You will be located in the main Cash Office or main Finance Office, working closely alongside the Procurement Officer and Financial Operations Manager.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and overseas check where applicable. Provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

Other Duties & Responsibilities

Such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.