

Role Profile

Job Title: Procurement & Vendor Management Co-ordinator
Department: Legal, Risk and Compliance
Reports To: Procurement & Contracts Manager

Purpose of Role:

To provide procurement and vendor management support to the wider procurement team and the business enabling vendor selection and vendor management throughout a contracts lifecycle and participate in the management of service delivery and quality assurance.

Key Responsibilities

- Contributing to the sourcing of new vendors using market research for on-going tenders on behalf of the wider team;
- Assisting with the monitoring of commercial benefits and status of procurement projects, by undertaking spend and trend analysis, cost-benefit analysis and provide the information to help support procurement recommendations or decisions;
- Reviewing and completing new or renewal purchases for low risk contracts by developing requests, quotes, or obtain prices and terms;
- Supporting vendor negotiation and helping to ensure value for money deals are obtained;
- Providing prompt procurement system advice to requestors, across the business, to enable compliance with policies and best practice;
- Working with internal and external stakeholders (customers) to facilitate procurement processes;
- Being responsive to customer enquiries and support contract and vendor management activities across a range of commercial areas;
- Supporting the vendor onboarding process as required and challenging the need for the purchase especially where ethical, green, sustainable or value for money considerations suggest the purchase can be better channelled through existing assets or an existing contract;
- Reviewing purchase requisitions submitted to the finance system by business requestors as required, ensuring they meet procurement processes;
- Supporting the development of consistent procurement processes, procedures, and documents such as competitive bids;
- Ensuring all procurement systems and databases are managed, maintained and information cleansed for accurate reporting;
- Building excellent working relationships with peers, colleagues, customers, vendors and other external stakeholders; and
- Promoting the principles of good procurement and vendor management practices throughout the company.

Desirable Skills/Qualifications

- Relevant professional qualification i.e. CIPS level 3 or qualification by experience;
- Working knowledge of financial services regulatory and legislative frameworks relevant to UK businesses; and
- Experience within a customer facing role would be advantageous.

Essential Skills/ Qualifications

- GCSE pass in Mathematics and English (evidence will be required)
- Self-motivated with ability to prioritise own workloads;
- Strong communication skills both written and verbal;

- Good inter-personal skills with the ability to work effectively and collaboratively as part of a larger team and with external parties;
- Attention to detail;
- Analytical and able to solve problems;
- Accustomed to using own initiative and be proactive;
- Good negotiating and influencing skills; and
- Good understanding of Microsoft Office applications.
- Experience of the Financial Services industry and supporting regulations including Consumer Duty (CD), Treating Customers Fairly (TCF) and Environmental Social and Governance (ESG) is preferred however training will be given where required.

Our people embrace our values:

Fair - We are open minded and make unbiased, consistent decisions.

Accountable - We take ownership of situations so that our customers experience efficiency.

Customer first - We understand what our customers want and build strong relationships.

Transparent - We communicate clearly and concisely, ensuring that we are open with information.