

Role Title

Purchase-to-Pay Officer

Role Information

| Role Type | Pay Band | Location | Duration | Reports to: |
|------------------------------|----------|----------------|---------------------|--------------------|
| Advisory, Policy & Expertise | PB 4 – H | Abuja or Lagos | Indefinite contract | Facilities manager |

Salary: NGN 340,331 Gross monthly salary

Role purpose

To provide accurate and timely administrative support to the Nigeria Facilities Function in the areas of procurement, master data management, contracts database management and the broader supplier management process.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Geopolitical/SBU/Function overview:

The British Council Nigeria, as part of the Sub-Saharan Africa (SSA) region, is in the process of transition to new procurement processes in line with a new corporate approach. This includes strong aspirations for improvement in the areas of compliance, data management, and best-practice management of suppliers and contracts. In line with expansion in the Nigeria operation overall, the Facilities function is also growing and introducing new approaches to best practice, and as a result requires strong administrative support to its procurement processes.

Main Accountabilities:

Finance data entry and procurement administration:

- Ensure the corporate procurement policy and external financial regulations and procurement policies and processes are met in all aspects of the role

- Check that Purchase Requests received from the Facilities unit comply with British Council corporate procurement policy
- Classify purchase requests into Purchase Order or Intercompany Purchase Order and convert into systems requests with full accuracy
- Follow up with the Facilities unit on the timely receipt of accurate original invoices
- Reconcile or resolve value discrepancies
- Act as contact point between the Finance and Facilities units re payment
- Follow up on downpayments and operational advances clearance in line with corporate policy

Master data & new vendor requests:

- Ensure Facilities team purchase requests are approved for Purchase Order creation against an ASL supplier, and challenge where a suitable preferred supplier exists
- Support the vendor registration process for new Facilities vendors in Abuja by making site visits as part of the due diligence audit requirements

Supplier management process

- Gather data on direct supplier feedback and update feedback records

Key Relationships:

Internal

- Deputy Director Operations
- Heads of Facilities and Finance, Nigeria
- Nigeria Facilities Teams (PR originators)

External

- Vendors/ suppliers

Role Requirements:

| Threshold requirements: | | Assessment stage |
|---|---|-------------------------|
| Passport requirements/ Right to work in country | Must have the right to live and work in Nigeria | Shortlisting |
| Direct contact or managing staff working with children? | No | N/a |
| Notes | | |
| Person Specification: | | Assessment stage |
| Language requirements (DELETE IF NOT APPROPRIATE) | | |
| <i>Minimum / essential</i> | <i>Desirable</i> | <i>Assessment Stage</i> |
| Fluency in written and spoken English <ul style="list-style-type: none"> ▪ Shortlisted candidates will need to demonstrate that they meet the required standard through the APTIS | | Shortlisting |

| | | |
|---|---|---|
| test which will be administered as part of the recruitment and selection | | |
| <ul style="list-style-type: none"> Fluent level of spoken and written English – level B2 | | |
| Qualifications | | |
| <i>Minimum / essential</i> | <i>Desirable</i> | <i>Assessment Stage</i> |
| University degree or equivalent | | Shortlisting |
| Role Specific Knowledge & Experience | | |
| <i>Minimum / essential</i> | <i>Desirable</i> | <i>Assessment Stage</i> |
| Minimum of 2 years administration work experience in procurement and / or finance | | Shortlisting |
| Role-specific Skills and British Council Core Skills | | Assessment Stage |
| <ul style="list-style-type: none"> Managing Finance and Resources (Level 1): uses Resources efficiently in own role and complies with financial rules and procedures Communicating & influencing (Level 1): communicates clearly & effectively Planning & organization (Level 1): is methodical Analysing Data & Problems (Level 1): is systematic & diligent | <ul style="list-style-type: none"> <i>Good knowledge of the British Council procurement policy</i> <i>Operational use of Payable purchase to pay within SAP</i> | Shortlisting and interview |
| <ul style="list-style-type: none"> Ability to work numerically at speed, with full accuracy in data entry and strong clerical checking skills Basic administrative and financial skills with demonstrable attention to detail. | | Post-shortlisting assessment of clerical skills ability |
| British Council Behaviours | | Assessment Stage |
| <i>Connecting with Others (Essential)</i> | | Interview |
| <i>Being Accountable (Essential)</i> | | |
| <i>Working Together (Essential)</i> | | |
| <i>Making it Happen (Essential)</i> | | |

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| <p><i>Shaping the Future (Essential)</i></p> | <p>Required for the role but not used in recruitment</p> |
| <p><i>Creating Shared Purpose (Essential)</i></p> | <p>Required for the role but not used in recruitment</p> |
| <p>Prepared by:</p> | <p>Date:</p> |
| <p>Deputy Director Operations</p> | <p>October 2018</p> |