

Job Description and Person Specification

Procure-to-Pay Apprentice

Job Details	
Grade	Apprentice
Service	Procurement Services
Location	Friargate – Floor 8
Job Evaluation Code	TBC

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>Procure-to-Pay (P2P) is the name for the process of sourcing, acquiring and paying for goods, works and services, involving electronic systems.</p> <p>Under the direction of the Procurement Systems Manager, provide support to the Accounts Payable and Procurement Systems teams to develop systems and processes and promote best practice on the Council's procurement and payment systems.</p>

Key Responsibilities and Accountabilities
Supporting with the development and implementation of new processes and systems for the Procurement Service.
Monitoring the procurement related elements of the Council's finance system, ensuring that data is current and accurate.
Promoting prompt payment principles across the organisation and assist with Early Payment and payment performance reporting.
Helping with the preparation and presentation of management information, as directed, to support decision-making and best practice.
Supporting in the planning and preparation for Procurement governance ensuring decisions are fully and properly recorded.
Supporting in the creation and maintenance of the Accounts Payable and Procurement Systems Intranet page.
Assisting with actioning queries arising from the Accounts Payable and Procurement Systems teams, providing advice and guidance to our internal and external customers.
Supporting in actively promoting and advising internal and external customers on the benefits of Council's Early Payment Programme.
Liaising with colleagues within the Council, as appropriate, concerning the collection and sharing of data and analysis.
Maintaining a high-level quality service to the public in line with the policies and procedures of the City Council.
Carrying out financial administration tasks appropriate to the grade.

Key Relationships			
External:	Suppliers Local Authorities Government Bodies Forums	Internal:	Digital Services Legal Services Members of Procurement Panel and Board Colleagues across the Council

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

N/a

Person Specification

Requirements

Knowledge	Understanding of IT packages and systems: word processing, data entry, record keeping and presentation of documents – preferably including Power BI.
Knowledge	Understanding of responsibilities for Health and safety in relation to the office environment.
Knowledge	Understanding of the basic principles of Data Protection and its implications.
Knowledge	Understanding of Equality, Diversity and Inclusion in relation to delivering services to the public and in the workplace.
Skills And Ability	Possessing communication skills to collect and give out accurate information by various methods.
Skills And Ability	Possessing the ability to focus, work accurately and to follow procedures and instructions.
Skills And Ability	Possessing the ability to prioritise work to meet deadlines.
Skills And Ability	Possessing strong numerical skills and attention to detail.
Experience	Working within administrative or financial roles - desirable but not essential.
Experience	Using Microsoft Office software - preferably including Power BI.
Qualification	English GCSE 4/C or above (or equivalent) and Maths GCSE 4/C or above (or equivalent).
Special Requirements	Willingness to undertake training and develop knowledge and skills.

Special Requirements	Commitment to complete Business Administration Level 3 Apprenticeship Standard.
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Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Yes			
Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check <input checked="" type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Rob Amor		
Job Title:	Deputy Head of Procurement	Date:	01/07/2025