

LOCATION	Hong Kong
JOB TITLE	Purchasing Officer
JOB PURPOSE	To ensure an effective and efficient purchasing function is established for the Hong Kong School in order for the school to have all the resources and services it needs to operate smoothly. To ensure goods & services are sourced, prices negotiated, orders placed and delivered as planned and that payment is made as per agreed terms.
REPORTING TO	Finance Manager
DIRECT REPORTS	Nil
OTHER KEY RELATIONSHIPS	With Teaching and operational staff.
PACKAGE	Competitive
KEY RESULT AREA	
<ul style="list-style-type: none"> • Receiving purchase orders from staff & ensuring appropriate approvals obtained. • Assisting staff in sourcing products • Obtaining quotes from suppliers and negotiating price / terms • Ensuring budget available before placing orders • Placing orders with suppliers • Following up with suppliers until delivery made or services rendered • Managing order status on accounting software • Checking delivery against order • Checking invoices to delivery notes / original orders • Making sure all details on invoices / information on AP statements are correct before preparing for payment • Making sure payments to vendors are made according to agreed payment terms and per the school's cash-flow projections. • Assisting Principal / senior management in tracking expenditure against budget & providing regular reports by updating procurement control record for budgetary control / perform stock forecasting • Maintaining Fixed Asset Registrar • Maintaining Purchases ledger information on MIS software • Working closely with Finance Manager to oversee AP team for daily operation, recommending improved practices where necessary • Implementing the credit control policy and procedures • Regular reviewing of procedures and making sure all necessary verification and approvals are done according to our approval limit matrix • Dealing with vendors to ensure delivery of our orders in both right quantities and good qualities / conditions and delivery in time • Coordinating with other departments and maintain open communication channel 	

- Managing and training other AP staff to enhance work efficiency, if necessary
- Following up on outstanding issues with vendors and highlight bad vendors to Management
- Preparing and Reviewing AP Aging Report on Weekly basis with comments
- Preparing Monthly KPI and AP Management Report
- Ad hoc administrative matters as required by the Finance Manager from time to time especially before / after the school opening

PERSON SPECIFICATIONS

Qualifications/Training	
▪ Tertiary graduate with 3-5 years' experience in Procurement, Accounting/ Finance or related disciplines	Essential
▪ Semi-qualified HKICPA or equivalent	Preferably but not essential
Experience / Knowledge	
▪ Must have work experience in accounts payable and procurement	Essential
▪ Excellent communication and interpersonal skills with at least 2 years of experience in a supervisory role	Essential
▪ Working in educational institution is an advantage but not essential	Essential
Skills	
▪ Good at accounting software	Essential
▪ Proficiency in MS office and Excel	Essential
▪ Strong command of written and spoken English and Cantonese/Putonghua	Essential
▪ Very good negotiation skills	
Personal Attributes	
▪ High levels of personal integrity	Essential
▪ Initiative, Self-motivated, enthusiastic and willing to learn	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential
IMPORTANT NOTES	
▪ The job description will be reviewed and will be subject to amendment in consultation with the post-holder	
▪ The post-holder will follow both group and school policies and procedures	
▪ The post-holder will carry out any other appropriate duties as requested by the Finance Manager	

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Hong Kong