Job Description

Job Title	Procurement Vendor Control Officer
Directorate	Finance and Resources
Service Area	Procurement and Contracts Service
Grade	5
Competency Level	1
Salary	£32,046 - £36,581
Job Type	Hybrid
Location	Cunard Building
Disclosure and Barring Service (DBS)	Not applicable
Job Evaluation Ref No	A9140

Job Purpose

As a Vendor Control Officer, you will play a key role in maintaining the integrity of Liverpool City Council's supplier database and supporting the Procure-to-Pay process. You will be responsible for creating and amending vendor records, carrying out supplier due diligence and compliance checks, and ensuring adherence to relevant regulations including VAT, CIS and IR35.

Working closely with internal teams, suppliers, banking partners and external organisations, you will investigate and resolve queries, support anti-fraud activity,

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maintain accurate records and systems, and promote best practice across procurement and payment processes. You will also contribute to continuous improvement by helping ensure data quality, regulatory compliance and efficient ways of working.

Directly Responsible For:

Not applicable

Directly Responsible To:

Procurement Systems and Data Manager

Main Areas of Responsibility:

- Responsible for the maintenance of the vendor database, by accurately creating and amending commercial and non-commercial vendors in the financial system
- Responsible for the regular verification of sub-contractors to determine CIS status to ensure correct HMRC deductions are made
- Scrutinise documentation to ensure compliance with HMRCs IR35 rules.
- Manage complex partnerships when undertaking anti-fraud investigations including liaising with audit, HMRC, companies house, etc.
- Partake in periodic audits to check database accuracy and to disable inactive vendors within predetermined time frames
- Liaise with our banking partner and Accounts Receivable team to monitor and reconcile payment rejections to strict deadlines
- Foster effective communication and collaboration among cross-functional teams such as Accounts Payable to proactively resolve supply chain issues to ensure operational efficiency
- Provide a control function such ensuring LCC terms and conditions are abided by

- Use initiative and established procedures to investigate and resolve internal and external queries
- Update daily and maintain electronic systems, including IT systems, spreadsheets, databases and to produce required outputs e.g. reports
- Undertake administrative duties as required including mail administration using both manual and computerised systems
- Responsible for the use of duplicate supplier software to identify and prevent duplicate vendor creation
- Demonstrate knowledge and understanding of the importance of preparation and checking of documentation prior to processing
- Develop and maintain strong positive relationships with vendors, addressing queries and discrepancies promptly
- Work effectively and cooperatively with stakeholders across the organisation daily
- Manage complex partnerships
- Promote best practice in accordance with financial regulations and Procurement Contract Standing orders (CSOs) by supporting and educating colleagues on correct Procurement to Pay processes
- Handle confidential and/or sensitive information with appropriate discretion

Supervision and Management Responsibility:

- Not applicable

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

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Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The post holder will be required to use display screen equipment and sit at a computer desk for a prolonged period of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

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Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 1**.

The competency framework can be found here.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

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Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Desirable

- Business-related qualification
- Comprehensive understanding and up-to-date training/knowledge of anti-fraud practices to safeguard the authority against fraudulent activities
- Evidence of on-going personal development

Experience

Essential

- Proven experience of working in an accounts payable, procurement or similar financial role, working with data entry (A, I)

Skills/Abilities

Essential

- Good understanding of VAT, IR35 and CIS regulations (A, I)
- Good numeracy skills - able to calculate/check/produce figures/statistics where required (A, I)
- Effective IT skills with ability to confidently use MS Office systems to produce documents, presentations, reports and emails and to input, retrieve and analyse from IT systems and databases (A, I)

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- Ability to understand relevant policies and procedures, as they affect the role, and the quality standards and outputs required in the job (I)
- Ability to communicate effectively both orally and in writing in a manner, which is clear, fluent, jargon-free and readily understood by colleagues and customers at all levels (I)
- Good organisational skills with ability to manage time, work to deadlines and prioritise work in an effective and productive manner (I)
- Able to use own initiative and work with limited supervision, actively problem solving and implementing solutions in a focussed and positive way, while understanding the need to consult with line manager on occasions (I)
- Demonstrate a good methodical approach to tasks with the ability to pay close attention to detail (I)
- Ability to handle confidential and/or sensitive information with appropriate discretion (I)
- Ability to work as part of team and has a clear understanding of team working (I)
- Ability to build and develop effective relationships at all levels of the organisation, and with customers and suppliers (I)

Desirable

- Ability to identify improvements to processes and systems and to share the recommendations with the wider team

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

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- Strong team player, able to work flexibly to meet the needs of the service