

## Job Advert Procurement Administrator

<b>Department:</b>	Finance
<b>Focus of job:</b>	Procurement Administrator
<b>Principal location of work:</b>	South Africa
<b>Closing Date:</b>	04 November 2022
<b>Responsible to:</b>	Head of Procurement, Fixed Assets & Accounts Payables
<b>Start Date:</b>	November 2022
<b>Timetable:</b>	Full time
<b>Salary:</b>	TBA

Inspired is seeking to appoint Procurement Administrator to join us on a **permanent** basis.

### “Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

Responsible for the execution of social media and communications to support SA schools (More info: <https://inspirededu.com/our-schools/>) and support the global marketing activity.



1 Montecasino Boulevard, Block A – The Pivot, Montecasino, Fourways  
T: +27 (0) 10 060 4242 | E: admin@inspirededu.co.uk

## WHY APPLY

### “Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

## WHAT WE OFFER

- The opportunity to add real value from day one
- Strong growth opportunities
- Being part of a global professional community
- A collaborative team and environment
- A culture of excellence
- A rapidly growing business
- The opportunity to be at leading edge of educational development practice

## POSITION SUMMARY

Responsible for procurement, cost management

## DEPARTMENTAL STRATEGY

Finance: To deliver accurate financial reporting, generating insight to management on opportunities for efficiencies and improvements ensuring that the finance function is a business partner.

### **STRATEGIC CONTRIBUTION OF THIS POSITION** (purpose and scope)

Ensure that the relevant Group Financial policies are consistently implemented, cost management oversight (Opex and CAPEX) of operations, and relevant financial records are accurately maintained

## POSITION PROFILE

Key accountabilities, duties, and responsibilities of the job

### Responsibilities

- Implementation of relevant finance policies within the school
- Cost control and reporting to management where there is risk of overspend
- Keeping an analysis of costs and other statistical analysis
- Procurement support to schools (quotes, best price negotiations etc)
- Purchase order management end to end (PO through to payment)
- Generating purchase orders for schools
- Liaising with the school for all purchasing requirements.
- Supplier contract management

## PERFORMANCE INDICATORS

### Outcomes

- PO and payment SLAs are met
- Monthly management account deadlines met, including timely query resolution from both school and head office management team
- Responsibility of the following GL accounts
  - **Income statement**

- Opex
- Rent and rates
- Recharges

#### **REQUIRED SKILLS, KNOWLEDGE, AND EXPERIENCE**

- At least 1 year's finance administration experience, ideally experience within accounts payable or procurement function
- Relevant Accounting / Bookkeeping Qualification
- Job and organisational knowledge
- Knowledge of general accounting packages
- Computer literacy (MS Excel proficient)
- Strong financial skills and Attention to detail

#### **BEHAVIOURAL COMPETENCIES**

- Staying on-task to completion, particularly in the face of obstacles or other trying circumstances
- Ability to work effectively and productively with different people and teams of people
- Ability to work well under pressure
- Excellent oral and written communication skills
- Ability to follow and adhere to a stringent AP process
- Ability to interact positively with a wide range of stakeholders, including staff, and third parties
- Well organised with an attention to detail and the ability to think and work quickly and calmly in a demanding environment
- Positive and enthusiastic demeanour

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed Senior Management.

#### **HOW TO APPLY**

Please send a covering letter and copy of your resumé to the following email address:  
[Bavuyile.nodunyelwa@inspirededu.com](mailto:Bavuyile.nodunyelwa@inspirededu.com)

- Your resume will be reviewed and if you meet the criteria, we will contact you for an interview.

Due to the current COVID environment, interviews may place via Skype, MS Teams or another virtual platform.

All applicants will be expected to provide some if not all of the following (i) a supporting statement clearly outlining why they are interested in the position and school (ii) a CV with their details and history of employment and achievements (iii) at least two referees from a recent/current appointment.

#### **SAFEGUARDING STATEMENT**

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

## EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

## TEMPLATE APPLICATION FORM – SCHOOL STAFF

### Introduction

Inspired is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Please complete the following form as fully as possible. Please attach your CV in addition to the completed application form. The information requested below complies with Inspired’s guidance on safer recruiting.

<b>POSITION APPLIED FOR:</b>	
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1. PERSONAL DETAILS			
<b>Title (Dr/Mr/Mrs/Miss/Ms)</b>			
<b>First Name and Surname:</b>			
<b>ID Number:</b>			
<b>Current Address:</b>			
<b>Postcode:</b>			
<b>Previous Address, covering the last five years if different from above</b>			
<b>Home Telephone No:</b>		<b>Work Telephone</b>	
<b>Mobile Telephone No:</b>		<b>Email:</b>	
<b>Do you have Qualified Teacher Status?</b>			
<b>SACE Number:</b>			

2. OTHER INFORMATION	
<b>Are you related to any employee of the School?</b>	

<b>If yes, who?</b>	
<b>Please state where you saw this post advertised</b>	

**3. EMPLOYMENT**

Please supply a full history in chronological order (with start and end dates) of all previous employment and/or activities since leaving secondary education.

Please state the reason for leaving each position in full.

<b>Employer Name &amp; Address</b>	<b>Job Title</b>	<b>Date From/to dd/mm/yy</b>	<b>Current or Final Salary, Reason for Leaving</b>

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#### 4. GAPS IN EMPLOYMENT

If there are any gaps in your employment history, please give details and dates

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#### 5. REFERENCES

Please supply the names and contact details of three people who we may contact for references. One of these must be your current/most recent employer. If the employer is a school, it is expected that in most cases the Head Teacher or Deputy Head will be the referee. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friend.**

The School intends to take up references from all shortlisted candidates before the interview where possible. The School reserves the right to take up references from any previous employer.

<b>1. Name</b>		<b>2. Name</b>	
<b>Position</b>		<b>Position</b>	
<b>Address</b>		<b>Address</b>	
<b>Tel No.</b>		<b>Tel No.</b>	
<b>Email.</b>		<b>Email.</b>	
<b>In what capacity do you know the above?</b>		<b>In what capacity do you know the above?</b>	
<b>May we contact prior to interview?</b>		<b>May we contact prior to interview?</b>	



By completing this application form, you are authorizing the processing of your data for the purposes expressed above. Your data will be kept in our files for the term of 6 (six) months under the required security measures and for the indicated purpose, as well as to properly manage the application to the employment position for which you may be interested and /or for future selection processes that may be adjusted to your profile. Once the purpose has expired, your data will be safely deleted.

You expressly consent to the personal data being transferred to other schools within Inspired that may be interested in your work profile. Said schools may be located in United Kingdom or outside of EU or in any other country, even in those that do not offer a level of protection comparable to our data protection regulations. In these cases, Inspired is fully committed to transfer you data under the appropriate safeguards.

Inspired guarantees the proper use of the information, and especially, the full confidentiality of the personal data contained in our files, as well as full compliance with the obligations regarding the protection of personal data. In the event of any modification of your personal data, we ask you to notify us in writing with the sole purpose of keeping your job application or curriculum vitae duly updated. Likewise, we inform you that you can exercise your data protection rights (access, rectification, object, erasure, or get information about other rights), or withdraw your consent at any time, by sending us a written request to the email addresses indicated in the header of this clause.

Finally, we will request from you information and contact details about your previous employers with the aim to get professional references. The applicant undertakes to provide said information with the prior written agreement of such employers, having informed them previously of the following: a) they will provide your personal information only for professional purposes; b) we will process such references exclusively for the aforementioned purposes;) Inspired recognizes to previous employers the exercise of their data protection rights, and they can exercise them by sending us a written request in the above indicated