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| **Position Title:** | Procurement Officer |
| **Reports to:** | Procurement Team Lead |
| **Direct Reports:** | N/A |
| **Business Area:** | Business Services |
| **Primary Location:** | Corporate Office – Subiaco |

##### PURPOSE

The purpose and objective of this position is to complete the timely and accurate receipting of supplier invoices to facilitate payment and recording of expenses for aged care residents and clients. The Procurement Officer will also contribute to effective liaison with suppliers and Amana Living staff to ensure purchasing activities are conducted in accordance with Amana Living policies and procedures to achieve the desired outcomes for internal and external clients.

**VISION, MISSION, AND VALUES**

The Procurement Officer contributes to Amana Living’s Vision, Mission, and Values.

**VISION**  A community where every older person is honoured and valued.

**MISSION** Together, we enable older people to maintain their individuality, providing what is needed to support a fulfilling life.

**VALUES**  **Compassion** We act with kindness, empathy, and respect to foster a community of caring.

**Collaboration** We work together, so every person’s contribution advances our common purpose.

**Curiosity** We are determined and creative in finding ways that deliver great outcomes

**Inclusion**  We celebrate diversity, ensuring everyone is welcomed and treated equitably

**Trust**  We take our responsibility seriously and are worthy of the trust placed in us

**AGED CARE CODE OF CONDUCT**

Aged care workers are covered by the Code of Conduct for Aged Care. The Code sets out how approved providers (Amana Living) and their workers (Amana Living staff) and governing persons must behave and treat consumers when providing aged care services, and strengthens protections for older Australians against unsafe, poor-quality aged care services.

Amana Living expects all staff covered by the Aged Care Code of Conduct to comply with Code and all remaining staff to provide care and/or service that is safe and respectful and to behave in a way that is in keeping with the Code.

**WORK HEALTH AND SAFETY**

Procurement Officer is required to take reasonable care for their own health and safety and the health and safety of other persons at the workplace. Throughout their employment they must comply with any reasonable instructions, policies and procedures relating to health and safety at the workplace.

##### KEY DUTIES AND RESPONSIBILITIES

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| **CORE RESPONSIBILITIES** | **KEY TASKS AND DUTIES** |
| **Invoicing and accounts** | Receiving, reconciling, and receipting supplier invoices in the ARM procurement system.  Recording expenses to Package funds for Home Care clients where applicable.  Processing Home Care client reimbursements.  Investigate supplier invoicing issues and related client accounts charges. |
| **Systems** | Highlight and investigate mismatched client records in the database and the ARM procurement system.  Provide training to operational teams for the ARM Procurement system as required. |
| **Administrative Tasks** | Processing queries received through mailbox.  Saving invoices in designated folders  File inbox items as per categorised sub-folders. |
| **Other duties** | Providing support/cover for the Home care ordering team or any other tasks as directed by the Procurement team lead. |

##### KEY OUTCOMES

* Invoices received are processed accurately and within agreed time frames
* Client records updating within the required time frame.
* Queries received are actioned within the required time frame.
* Allocated emails from central mailbox are actioned within required time frame
* End-of-month processes are completed in accordance with deadlines specified by the Finance team and external agency requirements.
* Internal and external clients of the Supply Chain team receive excellent support that meets their needs and expectations and promotes the high standards of Amana Living.

**SELECTION CRITERIA**

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| **SKILLS, KNOWLEDGE & ABILITIES** |
| Understanding of and ability to apply procedures for processing accounts and keeping accurate administrative records in data base systems, demonstrated by relevant experience, qualifications and/or aptitude. Demonstrated high volume data entry skills. |
| Analytical skills for reviewing and interpreting data, applying standard processes for reconciliation and data auditing, and investigating and resolving anomalies |
| Ability to identify opportunities for process improvement and to actively contribute to implementing system and process changes to support business development |
| Demonstrated intermediate to advanced skills in Microsoft Office applications such as Excel, Word, Outlook, Teams etc. |
| Understanding of the Aged Care or Services sector and experience providing administrative support in this working environment |

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| **ESSENTIAL REQUIREMENTS** |
| National Police Clearance Certificate (no older than 6 months) or NDIS (Worker’s Screening) Check |
| Proof of current influenza and Covid-19 vaccinations as per Amana Living policies |

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| **ATTRIBUTES & ATTITUDES** |
| Professional presentation and proactive attitude |
| Ability to work independently and as a member of a team |
| Demonstrated good verbal, written and interpersonal communication skills |
| Proven organisational and time management skills |