



Frederick Irwin Anglican School

A School of the Anglican Schools Commission (Inc)

DUTY STATEMENT: SENIOR CLERK – PURCHASING OFFICER

FUNCTION

The function of the Senior Clerk – Purchasing Officer is to purchase items for the School at competitive prices and to manage the Primary and Secondary Excursion file including the ordering of buses.

RESPONSIBILITY

Senior Clerk – Purchasing Officer is answerable to the Principal or Business Manager for all items of policy and discipline and reports to the Assistant Business Manager on a daily basis.

REQUIREMENTS OF POSITION

Computer literate with accurate data entry skills

Excellent communication skills – written and verbal

Current Working with Children Check

Current Police Clearance

'C' Class Drivers Licence

Ability to work independently using own initiative as well as in a cooperative team environment

DUTIES

- Process all school orders to suppliers and negotiate competitive pricing
- Reconcile all outstanding orders to General Ledger
- Check orders against deliveries and distribute, as required
- Process order deliveries on Synergetic
- Obtain quotations as required
- Ensure supplier product catalogues are current
- Input creditor invoices when required
- Reconcile monthly creditor invoices to supplier statements
- Create creditor payments
- File creditor invoices and statements
- Manage stock returns
- Manage bus requirements for all excursions
- Maintain Primary and Secondary excursion file
- Liaise with Maintenance and Grounds staff regarding external contractors
- Allocate Asset Register numbers
- Assist on Student Services and main reception as required
- Answer switchboard overflow calls
- Lock up staff room and store room daily (PM)
- During school holiday periods collect mail from Post Office (AM), open, date stamp and distribute all incoming mail as required
- During school holiday periods deliver mail to the Post Office and deposit daily banking at local bank (PM) as required
- Any other duties as required by the Business Manager and Assistant Business Manager

Reviewed February 2021