



Star

## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **SUPPLIER SETUP AND COMPLIANCE OFFICER**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE**

To centrally manage the setup and amendment of supplier records across all Trust schools. This role will support the integrity of the Trust's financial systems by maintaining a single, high-quality supplier database and reducing duplication and risk.

##### **JOB SUMMARY**

1. Serve as the main contact for supplier setup and amendments, ensuring all records comply with Trust policies and financial regulations, including due diligence checks and segregation of duties.
2. Work closely with Finance Business Partners and school finance staff, support SOP development, and provide regular compliance reports to senior leadership.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1. Main Duties**

- 1.1 Act as the central point of contact for all supplier setup and amendment requests across the Trust.
- 1.2 Ensure all supplier records are created and amended in accordance with Trust policies and financial regulations.
- 1.3 Conduct due diligence checks on all new suppliers, including verification of VAT registration, bank details, and business legitimacy.
- 1.4 Maintain a central supplier database and ensure it is accurate, up-to-date, and free from duplication.
- 1.5 Liaise with Finance Business Partners (FBPs) and school-based finance staff to coordinate supplier onboarding.
- 1.6 Ensure segregation of duties by maintaining independence from purchasing and ordering functions.
- 1.7 Support the development and implementation of standard operating procedures (SOPs) for supplier set up and management.
- 1.8 Review and rationalise the existing supplier database, identifying and archiving suppliers that have not been used for more than two years.
- 1.9 Monitor supplier usage trends and work with Finance Business Partners to consolidate suppliers where appropriate, improving efficiency and reducing duplication.
- 1.10 Ensure that supplier deactivation and archiving processes are documented and consistently applied across the Trust.
- 1.11 Provide regular reports on supplier activity and compliance to the CFO and Head of Procurement.

- 1.12 Contribute to internal audit readiness and respond to audit queries related to supplier records.

## **2 Other Responsibilities**

- 2.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 2.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 2.3 Contribute to the wider life of the Trust and the Star community.
- 2.4 Carry out any such duties as may be reasonably required by the Trust.

## **3 Records Management**

- 3.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	CIPS Level 4 Diploma in Procurement and Supply.	E	✓	
2.	A degree level qualification or equivalent.	D	✓	
3.	Evidence of Continuous Professional Development.	E	✓	
<b>EXPERIENCE</b>				
4.	Experience of working in a finance or procurement function, preferably within the education or public sector.	E	✓	✓
5.	Experience using financial management systems (e.g. PS Financials or similar).	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
6.	Strong understanding of financial controls, due diligence, and supplier management processes.	E	✓	✓
7.	Excellent attention to detail and accuracy.	E	✓	✓
8.	Strong organisational and time management skills.	E	✓	✓
9.	Ability to be flexible and able to respond effectively to new situations and queries.	E	✓	✓
10.	Effective communication and interpersonal skills.	E	✓	✓
11.	Ability to work independently and maintain confidentiality.	E	✓	✓
12.	Proficient in Microsoft Excel and other relevant software.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
13.	Adaptability to change and embracing of innovation and creativity.	E	✓	✓
14.	Energy, vigour and perseverance.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
15.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
16.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
17.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
18.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
19.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
20.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
21.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓