



Teaching Intensive, Research Informed

## **Purchasing and Insurance Officer– Grade 7**

School/Service: Finance

Ref: FIN-031/P

**Salary in the range of £36,261.00 – £42,036 per annum**

\*Closing date for applications is **12.00 noon on Monday 4<sup>th</sup> February 2019**

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The University has embarked on an ambitious agenda as a “Teaching Intensive, Research Informed” institution. Its robust financial position, recent achievements and increased focus and innovation has put the University in a good position to capitalise on the challenges and opportunities of the current Higher Education environment.

We are now seeking to appoint an enthusiastic Purchasing and Insurance Officer to join the Finance Team.

To be effective in this role you will have excellent interpersonal / influencing skills and be confident in networking with stakeholders at all levels. An understanding of Purchasing and the need to ensure that the University obtains value for money from its procurement activities whilst managing the University insurance portfolio are essential requirements for this role. You will also be required to maintain and update the University’s insurance portfolio, and manage any associated claims.

Successful candidates will preferably have a strong procurement and/or finance background and a proven ability to work in a complex and evolving organisation. You should also possess a high level of organisational skills.

A full job description and person specification can be viewed on our website: <https://www.bolton.ac.uk/places/professional-services/hr/vacancies> or requested by email: [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk). Alternatively, please telephone our 24 hour answering service on extension 3579 (Please leave your home address details). Please remember to quote the position reference number.

To apply please submit your CV along with a short covering letter (no more than two sides of A4 font size 12) including details of your most recent salary and explaining your suitability for the role to [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk). Please ensure you quote the position reference number on all documentation submitted.

If an applicant is interested in more than one vacancy, a separate application form must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

\*Please note, the university reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

*The University of Bolton strives to achieve equality of opportunity*