

Senior Manager, Finance (Procurement)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=215565>

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Posted Jun. 22, 2023, set to expire Jul. 5, 2024

Job Title Senior Manager, Finance (Procurement)
Department Finance
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jun. 22, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Financial Planning/Budget Management

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498336/senior-manager-finance-procurement>

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Job Description

Senior Manager, Finance (Procurement)

Job no: 498336

Department: Finance

Contract type: Contract

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This role is responsible for carrying out daily procurement operations of the organisation, as well as other ad-hoc projects and duties.

Key Responsibilities

Procurement

- Facilitate and drive cross-functional collaboration in joint purchases through effective communication and influence across internal stakeholders
- Review and process Tender documents. Ensure full compliance to procurement policies leading to Tender approval and award in accordance to approving and signing authority
- Advise user divisions on procurement policies, appropriate method of procurement and workflow
- Identify value-added opportunities to streamline work processes and improvements
- Provide insight through the analysis of spend and supply markets to achieve demand aggregation and other initiatives that will improve overall efficiency and user experience
- Enhance sourcing and procurement related systems as and when required

Operations

- Assist in the yearly budget exercise
- Assist in validation of exceptions from Data Analytic Report
- Assist in both the internal and external audit including preparation of schedules or reports required for audit purposes and related consultancy work
- Assist in any other procurement related functions

Others

- Review processes and procedures from time to time and implement improvements to enhance efficiency
- Improve on internal control and ensure sound internal control are in place in all areas of Procurement
- To provide advice and guidance to internal customers or other divisions of the organisation in their day-to-day execution of procurement duties to ensure adherence and compliance with organisation-wide guidelines, policies and procedures
- To provide supervision, mentoring junior staff members and set guidance to coach staff in their developing process
- Any other ad-hoc duties as assigned

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Job Requirements

- Minimum Bachelor's Degree
- Minimum 6-10 years of relevant working experience in government or educational sector would be preferred
- Process strong analytical skills, meticulous with high level of integrity
- Able to multi-task and lead team in a fast-paced environment
- Team player who is resourceful and with good communication skills
- Able to handle internal and external stakeholders
- Skilled in both oral and written communications
- Proficient in Microsoft Word, Excel and PowerPoint
- Knowledge of SAP MM modules, hands-on experience in any e-procurement systems and data analytic tools will be advantageous

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Advertised: 22 Jun 2023 Singapore Standard Time

Applications close: 31 Jul 2023 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore