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Senior Manager, Finance (Procurement)
Singapore Institute of Technology

Direct Link: https://www.AcademicKeys.com/r?job=223683
Downloaded On: May. 8, 2024 8:08pm
Posted Oct. 16, 2023, set to expire Jul. 5, 2024

Job Title	Senior Manager, Finance (Procurement)
Department	Finance
Institution	Singapore Institute of Technology Singapore, , Singapore
Date Posted	Oct. 16, 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/498531/senior-manager-finance-procurement
Apply By Email	
Job Description	

Senior Manager, Finance (Procurement)

Job no: 498531
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
- Perform procurement transactions in SIT's e-Sourcing portal (i.e. tender publication, issuance of tender corrigendum and clarification), contract award, PO creation and contracts management
- Verify that bids are evaluated fairly, review recommendation reports for approval and routing to tender board for approval
- 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
- Provide end-to-end support, advice, and training on procurement policy, procedures and system.

Operations

- Assist in the yearly budget exercise
- Assist in validation of exceptions from Data Analytics 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

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- 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

Job Requirements

- Minimum Bachelor's Degree
- Minimum 8-10 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

Apply now
Advertised: 16 Oct 2023 Singapore Standard Time
Applications close: 15 Nov 2023 Singapore Standard Time

Contact Information

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

Contact

Singapore

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