JOB DESCRIPTION

Job Title: Buyer

Grade: B

Department: Finance

Main purpose of job:
To provide procurement maternity cover. To provide support to the Head of Procurement and Procurement Manager to deliver successful outcomes aligned to procurement policy. In addition to this identify and deliver saving targets. The Buyer will be responsible for running RFQ's and sourcing tasks in line with the procurement policy. As part of the role the buyer will be responsible for managing number of third-party relationships as part of the service review process.

Responsible to: Procurement Manager

Budgetary responsibilities: N/A

Responsible for: N/A

Key Job Responsibilities:

- Assist with the selection and negotiation of new and existing supplier contracts, including running RFQs and sourcing initiatives on ProContract Due North across the group;
- Ensure purchase orders are raised in a timely manner and in line with the procurement policy;
- Assist the Procurement Manager in ensuring the timely renewal of contracts;
- Carry out basic reviews of agreements and support the Procurement Manager in ensuring agreements are signed in a timely manner;
- Support the supplier onboarding process, ensuring required documentation, due diligence checks, and internal approvals are completed in line with procurement policy;
- Liaise with approved suppliers, run service reviews, and assist with audits of key suppliers;
- Be accountable for documentation relating to regulatory requirements, ensuring it is fully maintained;
- Assist other departments with procurement-related matters.

CAF Values and Behavioural Indicators
The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: CAF values and indicative behaviours for the CAF Values and Behavioural Indicators.

Date: August 2026

PERSON SPECIFICATION

Job title: Buyer

Date: August 2026

Attributes	Essential ✓	Desirable ✓	How Evidenced†
Experience • Proven 2 years' experience of working within a procurement environment	✓		R/EC
Qualifications • A good level of numeracy and literacy (GCSE level or above)	✓		EC
Training • CIPS qualification in progress or willingness to work towards CIPS		✓	EC
Specialist Skills/ Ability/Knowledge • Excellent working knowledge of Microsoft office packages • Experience in general office and purchasing procedures in particular "Purchase to Pay" • Able to work on own initiative and undertake unsupervised clerical work • High attention to detail and accuracy in data management. • Strong organisational skills with the ability to manage multiple tasks and priorities.	✓ ✓ ✓ ✓ ✓		C/T
Communication • Strong written and verbal skills • Ability to deal with customers and suppliers with politeness and discretion.	✓ ✓		EC
Personal Qualities • Keen to learn and develop further a career in Procurement. • Professional approach and flexible attitude. • Willingness to provide assistance to other members of staff. • Organised and methodical approach in achieving results • Confident personality that respects and works well with others.	✓ ✓ ✓ ✓ ✓		C

Prior to Appointment All posts: • Credit Check • Sanctions Check • Basic DBS Check • Employment References • Medical Clearance • Right to Work in the UK FCA Approved Posts: • Standard DBS Check	 ✓ ✓ ✓ ✓ ✓ ✓ ✓		 R/E

✓ *Tick either the Essential or Desirable column as appropriate for each attribute*

† *Insert the code from the key below for how you intend to assess this requirement e.g. at interview, via references etc.*

Key

R = References, **E** = Evidence/Certificates, **A** = Application, **C** = Competency Interview, **T** = Testing/Assessment