

Leeds University Union

Job Description

Job Title: **Stock & Epos Assistant**

Responsible to: Head of Finance Operations

Job Purpose: To ensure accurate stock records are maintained and assist in the maintenance of the Epos database.

Duties & Responsibilities

Planning

To contribute to the development and implementation of the department plan.

Working with Others

To work effectively with people, developing productive relationships with members, customers, colleagues and stakeholders. To deal with customers and colleagues in a friendly and professional manner at all times.

Managing Resources

To utilise resources taking into account ethical and environmental considerations.

Personal Effectiveness

To ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

Service Delivery

To support the delivery of a member-focused and customer-focused culture, ensuring that the needs of both internal and external customers are always considered.

Compliance

To ensure compliance with LUU's internal procedures and all external legal requirements, to include Health & Safety, Food Safety, Trades Descriptions and Licensing Regulations, and LUU's Financial Procedures.

To ensure that operational procedures relevant to the position are followed at all times.

General

Such other duties as may be reasonably prescribed by the Head of Finance Operations, appropriate to the grade and responsibilities of this post.

Specific Duties

- To carry out data entry and administration to maintain the EPOS system databases.

- To liaise with members, customers and external suppliers.
- File entry of new products onto the EPOS database keeping profits within set standards (e.g. RRP'S and agreed GM targets).
- Maintaining the Promotional Activity File (specifically, ensuring that all promotions are set up within EPOS Multibuy screens, including temporary price reductions).
- Ensure that any delivery anomalies are investigated, checked and authorised.
- Ensure that all supplier related claims and shortages are resolved.
- Ensure that all relevant cost price and pack size cost price changes are correctly processed.
- Ensure that delivery notes are checked to invoices and returns to credit notes for payment authorisation.
- Ensure that all goods inwards deliveries are entered onto the stock system.
- Ensure that all invoices and credit notes follow the 'audit trail' detailed in the financial procedures document, including the accurate recording of invoices processed and despatched to Finance.
- Produce accurate month end stock accruals.
- Assist with monthly stock takes and regular line checks.
- Regular margin analysis reviews to assist outlet managers to maintain GPs.
- Provide cover support for Stock & Epos Administrator during absence, ensuring that the Epos database continues to be fully maintained.
- Providing support at key events, such as the Leeds Ball.

Leeds University Union
 Person Specification
Stock & Epos Assistant

	Essential/Desirable	How Assessed?
EXPERIENCE		
Experience of using IT Systems	E	A/I
Background in commercial services	D	A
Experience of reading and interpreting information on delivery notes/invoices	E	A/I
Experience of stock taking	D	A/I
Experience of investigating and reporting on stocktakes	D	A/I
Experience of delivering on the job training	D	I
KNOWLEDGE		
Working knowledge of all standard office software, especially Outlook, Word and Excel	E	A/I
Evidence of using stock management systems	E	A/I
Aware of delivery procedures	E	I
Basic knowledge of commercial stock lines	E	A
Basic understanding of stock movement	E	A/I
SKILLS		
Ability to multitask	E	A/I
Attention to detail	E	A/I
Ability to manage own workload	E	A/I
Excellent organisation and time management skills	E	A/I
Good communication skills, both verbal and written	E	A/I
Ability to work unsupervised and use own initiative	E	A/I
Ability to work cross functionally across departments	E	A/I
Ability to deliver excellent customer service	E	A/I
DISPOSITION/PERSONAL QUALITIES		
Interested to work for LUU's vision & behaviours	E	I
Team orientated, friendly & helpful	E	A/I
Pleasant, approachable, confident and polite manner	E	I
Ability to learn new skills quickly	E	A/I
Trustworthy and reliable	E	A/I

A= Application Form, I = Interview, T= Test