

Purchasing Officer [Grade IV] – IFMS Purchasing Hub

Job Title - Purchasing Officer [Grade IV]

Grade - Grade IV [Administrative]

Contract – 6 months (Temp)

Location - Ballymun Head Office, St. Michael's House

Reporting Relationship Reports to: Lead Purchasing Officer / Finance Manager

Summary

The Purchasing Officer will support the delivery of purchasing operations within the IFMS framework, ensuring that all transactions are processed accurately, efficiently, and in compliance with financial controls.

Principal Duties and Responsibilities

Transaction Processing

- Process purchase requisitions and generate compliant purchase orders
- Validate requests in line with approval frameworks and budgets
- Support goods receipting [GRN] processes
- Assist with invoice matching in line with three-way matching requirements

Query Resolution

- Respond to queries from budget holders and suppliers
- Investigate and resolve discrepancies in purchasing or invoicing

Vendor and Catalogue Management

- Maintain and update vendor records
- Support catalogue management and ensure accurate pricing and coding

Stakeholder Support

- Provide frontline support to staff across approximately 170 locations using IFMS Business Case for staff for IFMS Purchasing Hub May 2026
- Assist in training and user adoption of purchasing processes

Compliance

- Ensure all transactions comply with IFMS procedures and financial governance requirements
- Maintain accurate audit trails for all activities

Background:

- Focused on process capacity gap [2 WTE] Business Case for staff for IFMS Purchasing Hub - Temporary 6 months
- Supports central hub function without long-term cost. Fits the 2-year, non-recurring investment model
- Supports operations
 - EMT budget holders and high transaction volume [PO + Queries]
 - Complex compliance requirements but not a full managerial layer
 - Allows easy step-down after stabilisation and avoids creating permanent cost base

Key Requirements:

Qualifications and/ or Experience

- A Third level degree in Finance or relevant field.
- Experience using financial systems or ERP systems [**e.g. IFMS, SAP, Business Central**]
- Experience in finance, purchasing, or accounts payable
- Previous administrative experience

Skills, Competencies and/or Knowledge

- Strong attention to detail and accuracy
- Good organisational skills
- Ability to work in a high-volume processing environment
- Customer service orientation
- Good IT skills, including experience with systems and data entry

Other Requirements

- Ability to work as part of a team
- Flexibility to support peak workload periods [e.g. go-live / hypercare phase]

- Commitment to high standards of service delivery
- Undertake additional tasks as directed by management

Salary Scale: In line with HSE consolidated Grade IV: Point 1: € 36,470 to Point 12: € 56,018 LSI per annum based on working a 35 hour week.