JOB DESCRIPTION

Job Title: Inventory Officer

Post Number:

Job Level: PIDG/RIM 2

Department: The Accountant General's Department – A Department of the Ministry of Finance and the Public Service

Reports to: Director, Facilities Management

Direct Reports: N/A

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1. STRATEGIC OBJECTIVES

The Corporate Services Division is responsible for providing essential services to the other divisions to support the successful execution of the core Treasury functions of the Department. This Division has responsibility for human resource policies and procedures, and advice to guide management and staff; to facilitate organizational development including the review and re-design of business processes; for capacity building including the hiring of staff and the facilitation of staff training and development for best fit, competence and high performance; to ensure effective employee and industrial relations; to ensure a comfortable work place and facilities, and occupational health and safety; to facilitate the establishment of an accountability framework for the Department to include organizational risk analysis, strategic planning, and performance management; to provide customers and stakeholders with high quality information and service; and manage the finances of the Department, including management of procurement.

This division operates on the authority of the Financial Administration and Audit Act, the Public Service Regulations 1961, the Public Sector Staff Orders 2004, the Official Secrets Act, the Access to Information Act, the Corruption Prevention Act, and various other enactments.

2. JOB PURPOSE

Reporting to the Director, Facilities Management, the Inventory Officer is responsible for proper and timely recording and reporting of the physical flows of all materials, equipment, for the Department. The incumbent plans, and carries out all activities related to inventory control to ensure that all materials are received as ordered and

that accurate inventory records are maintained in order to meet the Department's requirements.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To monitor available supplies and materials, forecast future stock needs, and recommend re-stocking in order to ensure the Department's employees have access to the materials they need to effectively carry out their functions in a timely manner.
- To adhere to controls and reporting procedures for proper receipt and timely recording and reporting of the physical flows of all materials, equipment and supplies.
- To ensure compliance with all legislation, policies, regulations and procedures regarding receiving and inventory of goods procured for the Department.
- To forecast future stock needs.
- To process purchase orders as required, track orders and investigate problems.

KEY OUTPUTS

- Inventory records maintained.
- Inventory re-order levels maintained.
- Requisite reports prepared and submitted.
- High quality, professional and courteous customer service provided.

KEY RESPONSIBILITIES

Technical

- Recommends inventory control procedures and levels;
- Maintains and adheres to systems and procedures for the accurate classification and coding of inventory;
- Maintains daily records and tracks inventory to see what stocked items need to be replenished by setting up and maintaining appropriate database(s) - ideally an inventory management software;
- Calculates a monthly or seasonal demand for materials and supplies;
- Conducts quarterly stock count and verify against purchasing and distribution records;
- Investigates and reports on inventory shortages and discrepancies;
- Liaises with suppliers and staff as required to assist in resolving discrepancies on a timely basis;
- Prepares and submits inventory reports as required;
- Participates in the implementation of projects geared towards improving the procurement and inventory process at the Accountant General's Department;
- Receives and organizes all product deliveries and notify management of any issues;

- Records purchases, maintains database, performs physical count of inventory, reconcile stock count;
- Receive goods, process and document returns, process invoices for payment.

Any Other Duties

Any other related duty that may be assigned from time to time

3. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Sound and accurate information, recommendations provided to Director, Facilities; Management regarding inventory management;
- Current inventory records maintained;
- Inventory re-order levels established and adhered to;
- Reports meet quality standards and produced within agreed time-frame;
- High quality professional and courteous service provided in a manner that is in keeping with the Department's Customer Service Charter.

4. REQUIREMENTS FOR THIS JOB:

a. Qualification and Training

Essential:

- A High School Diploma with at least four (4) CSEC subjects including Mathematics and/or Principles of Accounting, and English Language

Desired:

- CSEC qualification in Computer Technology or Electronic Document Management
- Formal training in Inventory Management

b. Essential Experience and Knowledge

- At least three (3) years of related qualification experience preferably in the public sector
- Experience in inventory control
- Competent in the use of Microsoft Suite of office software particularly Microsoft Word and Excel

c. Competencies

The incumbent is expected to participate in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

- **Analytical Thinking, Decision Making, and Problem Solving**: The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **Managing the Client Interface :** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service.
- **Collaboration and Team Work**: The ability to be collaborative and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **Ability to work effectively under pressure**
- **Oral and Written Communication**: The ability to communicate proficiently orally, in writing, and in one- on- ones face- to- face, with excellent public speaking skills.
- **Integrity**: The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility.
- **Interpersonal skills**: The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.
- **Performance Management**: The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner.

5. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Physical Demands – May be required to lift job related objects, and may be exposed to dust from time to time.

Work Environment - Normal office conditions