

## JOB DESCRIPTION

**Job Title:** Stores & Purchase Ledger Administrator

**Department:** Tate Eats

**Reporting to:** Stores Manager

**The Company:** *Tate Eats is unique in the cultural world, a hospitality business whose purpose supports the vision and reach of Tate in all four of its galleries. All our profits are returned to Tate championing the right to the richness of art for everyone.*

*Our business is multi-faceted, we run restaurants, cafés and bars while delivering a vast range of events from film premieres to boardroom lunches. We are though much more than that, we have a pioneering roastery setting the agenda on gender equality in the coffee supply chain. We brew beer, we blend gin, we create teas, we have a multi award-winning wine programme, we visit farms, we research and write menus in response to Tate's diverse programme, and we collaborate with artists and curators.*



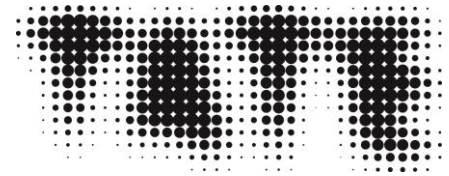
### **The Disability Confident Scheme**

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme Symbol.

**About the role:** Administrative support to the Tate Eats stores department based at Tate Modern, with duties and responsibilities to include both London sites, Modern and Britain.

### **Main Duties and responsibilities:**

- To ensure that all goods received are matched to a purchase requisition/order in the stock/purchasing system ADACO.
- If a purchase requisition/order has not been created you are expected to liaise with relevant department to ensure a requisition is raised so goods can be matched and received accordingly, following the ordering processes.
- To ensure that all invoices are recorded accurately daily using ADACO, with emphasis on correct quantities received and prices charged in accordance with Tate Eats procurement policies.
- Creating new products on ADACO when requested.
- To liaise with external suppliers to resolve all invoice queries, including delivery of incorrect products and/or incorrect prices.
- To ensure that all credit notes are received in a timely manner.
- General ad hoc duties as required, i.e. stocktaking, H&S administration.



- To ensure invoices/credits are loaded accurately onto the finance system, Unit4, using correct cost centres and account codes
- Supplier statements are reconciled monthly to deadlines set by the Finance Department

The New EU regulations on Food Allergens means that Tate Eats has a legal responsibility to provide the correct allergen information within the ingredients that is in the food we make for Tate customers. You are required by law to be aware of all the daily allergen information, given to your Manager by the Senior Head Chef and Supervising Chef and communicate this to customers, upon request.

Tate is proud of its commitment to diversity and inclusion which is set out in our Tate for All strategy. This strategy aims to improve diversity and inclusion at Tate through a process of organisational change and to make diversity and inclusion part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity and inclusion as part of their role.

## **Experience, skills and competencies:**

### **Essential**

- Previous experience in an administrative role.
- Fluency in spoken and written English
- Computer literacy with proven experience using Excel
- Excellent attention to detail
- Strong numerical skills
- Excellent communication skills, demonstrating the ability to communicate effectively and positively with all colleagues and with a diverse customer base
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Professional attitude and appearance at all times.
- Ability to work to deadlines and prioritise multiple responsibilities.
- Demonstrates a flexible, pro-active approach and willingness to operate wherever help is needed.
- Prompt timekeeping and good time management.
- Has an interest in the aims, services and products of Tate Eats and is passionate about their own contribution to Tate.

### **Desirable**

- Previous experience using a stock management system, such as ADACO.



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