A collage of hands holding a cat

Description automatically generated

**Join Our Team: Indirect Procurement and Compliance Coordinator**

We have a great opportunity for someone seeking an Indirect Procurement and Compliance Coordinator role managing the procurement of indirect goods and services alongside ensuring routine compliance.

Read on if you’d like to join us!

**The Opportunity:**

* A role within a **top 10 Global Animal Health player**, in a market delivering consistent year-on-year growth.
* Supporting the **financial activities within the UK and Ireland**.
* Enjoy **hybrid working** that ensures the perfect work-life balance.
* Work in a **stunning rural business park** in scenic Northamptonshire, complete with gym facilities, walking and running trails and on-site café.
* Bring your furry friend to our **dog-friendly office**!

**The Role:**

* **Manage indirect purchase orders (POs)** in alignment with approved requisitions and Company policies
* **Ensure all** **procurement activities adhere to Company procedures**, including approval workflows, documentation standards and compliance with relevant laws and industry regulations
* Accurate and timely posting of **purchase ledger transactions and approvals**
* Leverage procurement tools and systems to **streamline purchasing processes** and improve efficiency
* **Primary point of contact for procurement and compliance**-related inquiries from internal teams
* Contribute to financial activities, including posting invoices and expenses into the ERP system, **identifying financial risks and ensuring compliance** with financial controls

**We Value:**

* Knowledge of procurement policies and regulatory standards
* High levels of accuracy and attention to detail
* Experience working in a compliance role or with compliance responsibilities in a finance function
* Knowledge of process management
* Good working knowledge of IT and finance systems e.g. JD Edwards ERP tool
* Effective teamwork and collaboration

**Does this sound like you? Apply now** via email: [uk\_humanresources@vetoquinol.com](mailto:uk_humanresources@vetoquinol.com)