



At Cabot, we pride ourselves on being the best at what we do, and we recognise that it's the people that make the difference to any organisation. So, are you ready for a new challenge?! As we are on the lookout for a Group IT Procurement Officer to join our IT Operations department on a permanent basis!

Not heard of us? Here's our story:

Cabot Credit Management is a market leader in credit management services. We are an award winning, Investors in People Gold accredited organisation and we are passionate about the ethical treatment of our customers and employees. Our mission is to create pathways to economic freedom and our vision is to make credit accessible by partnering with our consumers to restore their financial health.

Things you should know:

The role of **Group IT Procurement Officer** will be to assist in the development, day to day management and maintenance of the IT Procurement Policy. This will encompass understanding the relationships we currently have in place, building and managing these relationships via regular vendor service reviews to ensure that those vendors meet, or exceed, their contractual obligations. The role is also responsible for the administration of the supply of products and services and the discovery of the best ways to cut procurement expenses, and consolidate existing contracts, at a group-level.

Some of the key responsibilities include:

- Participating in Major Incidents to understand impact to the business and Vendor engagement;
- Liaising with relevant stakeholders to understand effectiveness of Suppliers and Services;
- Measuring supplier SLA and KPIs;
- Organising and attending regular service review meetings;
- Exploring opportunities for consolidation of Vendors across the Group for similar services;

The fun facts:

Not only are we offering a competitive salary between £35,000 - £40,000 and a fantastic annual bonus scheme, but you will also be entitled to loads of great benefits, plus all bank holidays,

discount and cash back on hundreds of high-street shops, private health insurance, healthcare cash back plan, travel insurance, pension, on site health checks plus much, much more.

Things we need from you:

Formal Education & Certification

- CIPS Certification is desirable

Knowledge & Experience

- At least 2 years' experience in an IT procurement position
- Experience in vendor management highly desirable
- Financial Services experience
- ServiceNow experience is desirable

Personal Attributes

- First rate strategic and commercial skills
- Strong communication, influencing and negotiating ability
- Experience of driving third party performance and delivery
- Proven experience of operating in a fast-paced, demanding, and evolving environments
- Self-starter, capable of delivering a heavy workload and pursuing solutions with minimal supervision
- Ability to deal with ambiguity

What happens next?

If this sounds like you and if you would like to join our rapidly expanding company that offers excellent career progression, then we would love to hear from you! We are looking for people to interview (insert date or asap) and join us on (insert date)

Diversity and inclusion are very important to us at Cabot and we value a multitude of diverse talent within our business. We want everyone to be themselves at work and encourage a culture that includes everyone. Our policies ensure that every candidate and employee are treated fairly and with equal opportunities.

***At Cabot we are highly regulated by our clients, as such, any successful candidates will have to undergo a basic credit check and criminal background check. Please note that we are unable to proceed to interview stage if a CCJ, IVA or Bankruptcy appears on a credit file, or if you do not have full right to work in the UK – we are unfortunately unable to offer sponsorship.*

