



Role title: Stores Assistant	Department: Finance and Procurement
Job Grade: MFA 7	Reports to: Stores Officer
Proficiency: Assistant Associate	
Role purpose: They are responsible for stock accuracy through physical counts, inventory replenishment, and seamless support to operations to prevent operational delays	
Accountabilities Receiving and Inspection <ul style="list-style-type: none"> Receive, unload, and shelve supplies upon delivery. Inspect all goods received for quality, quantity, and conformity to purchase orders. Track damages, discrepancies, and returned goods; update the "goods received not invoiced" account. Report any damage or discrepancies to the Stores Officer and accounting for reimbursement and record-keeping. Storage and Stock Rotation <ul style="list-style-type: none"> Ensure correct stock rotation using First-In-First-Out (FIFO) principles. Pack, price, label, and arrange supplies in an orderly manner. Maintain a neat, clean, safe, and secure environment within the stores at all times. Issuing and Documentation <ul style="list-style-type: none"> Issue materials, tools, and supplies to authorised users only. Ensure users raise stores requisitions through the system before issuance. Post Goods Received Notes (GRN) in the inventory system (Sage X3). Maintain accurate receipts, issues, and stock records. Inventory Control and Stock Takes <ul style="list-style-type: none"> Conduct regular physical stock counts and participate in annual and ad-hoc stock takes. Perform annual library stock-take and verification of all resource centre books. Conduct quarterly sports items stock-take (new and in-use items). Monitor stock levels, identify slow-moving or expired items, and report to the Stores Officer. Review stock levels to ensure shortages are reported in time. Reporting and Reconciliation <ul style="list-style-type: none"> Generate periodic inventory reports and perform end-of-day reconciliations. Provide up-to-date stock reports to the Stores Officer as required. Invoice and Query Management	<ul style="list-style-type: none"> Adherence to agreed deadlines on assigned tasks (including reporting) Inventory accuracy (as verified by Stores Officer) Invoices forwarded to accounts payable within the month Effective handling of complaints from suppliers and staff <hr/> Core competencies <ul style="list-style-type: none"> Communication: Fluent in English written/verbal; active listening skills. Ethics & Compliance: High integrity in handling sensitive inventory/data. Problem-Solving: Proactive in resolving stock discrepancies and process gaps. Tech-Savvy: Proficiency in ERP systems (Sage X3, Excel) for inventory tracking. Teamwork: Collaborates with procurement, finance, and end-users seamlessly. Good organizational planning skills and a proven ability to work with a large degree of independence, managing own workload and priorities and identifying opportunities to add value to the business <hr/> Must have technical / professional qualifications: <ul style="list-style-type: none"> Bachelor's degree, supply chain, Stores/inventory management, procurement or an equivalent field. At least 2 years' experience in stores/inventory management Experience working in a learning institution will be a distinct advantage Hands-on experience working with procurement software/ERP. Sage X3 experience is an added advantage <hr/> Budget owned: <ul style="list-style-type: none"> None



<ul style="list-style-type: none">• Forward supplier invoices to finance in good time, after matching with GRN.• Respond to supplier queries in a timely manner. <p>Disposal and Spot Checks</p> <ul style="list-style-type: none">• Assist in disposal of items (e.g., library books, old uniform) as directed by the Stores Officer.• Conduct spot checks of personal effects and uniform held by residential parents in their mini stores. <p>Audit and Compliance</p> <ul style="list-style-type: none">• Support internal and external audits by providing schedules and other information as requested.• Follow an internal requisition schedule and work in close cooperation with all department heads. <p><i>Any other duty assigned by the line manager from time to time.</i></p>	<p>Direct reports:</p> <ul style="list-style-type: none">• None <hr/> <p>Dotted reports:</p> <p>None</p>
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