



<b>Role title:</b> Stores Officer	<b>Department:</b> Procurement
<b>Job Grade:</b> 6	<b>Reports to:</b> Finance Manager
<b>Proficiency:</b> Specialist	

**Role purpose:**

The Stores Officer is accountable for the efficient and controlled management of all Academy stores, including timely receipt, storage, issuance, and accurate record-keeping of all inventory (consumables, fixed assets, student items, teaching materials, ICT items, animal feeds, and food). The role ensures stock accuracy, policy compliance, SLA adherence, and seamless support to operations to prevent delays or losses.

**Accountabilities**

**Policy, Controls, and Continuous Improvement**

- Review, develop, and periodically update stores policy and control improvements (at least annually).
- Ensure adherence to receiving and issuing SLAs as documented in the stores policy.
- Advise user departments on re-order levels to avoid overstocking and stockouts.

**Oversight of Receiving, Storage, and Issuing**

- Oversee all receiving, storing, and issuing of inventory and fixed assets.
- Monitor and control all Academy stores categories: Receiving store, Maintenance store, Stationery store, Farm store, Clinic, Uniform Laboratory and Paints store
- Ensure safety, cleanliness, and order of all stores at all times.

**ERP and System Management (Sage X3)**

- Create and map products for user departments in Sage X3 within **24 hours** of authorised request.
- Receive and monitor internally produced sellable stocks in Sage X3 within **1 hour** for sales orders.
- Conduct monthly stock reconciliations in Sage X3, submit report to Finance Manager, and address/close all identified variances.

**Inventory Verification and Stock Takes**

- Perform periodic inventory verification (cycle counts) to ensure correctness at all times.
- Oversee annual stock takes and conduct ad-hoc stock takes as required.
- Ensure inventory accuracy  $\geq 98\%$  at all times.

**Disposal and Obsolescence Management**

- Initiate disposal of expired, obsolete, or damaged items by liaising with relevant departments and the disposal committee.
- No physical disposal without signed disposal committee minutes and Finance approval.

**Reporting and Reconciliation**

- Generate stores reports and reconciliations; submit to Finance Manager and relevant users monthly (by 5th of following month).

**Key performance indicators:**

- Monthly reconciliation report submission By **5th day** of following month
- Adherence to agreed deadlines dates on assigned task including reporting
- Sage X3 product creation within 24 hours after user request
- Receipt internally produced stock in Sage X3 within 1 hours for sales orders to be processed
- Maintaining inventory accuracy of above 98% in the Academy
- Submit over 70% of the invoices received within the month to accounts payable
- Effective handling of complains from suppliers and staff

**Core competencies**

- **Inventory Expertise:**  
Strong knowledge of inventory control principles and best practices
- **ERP Proficiency:**  
Advanced skills in Sage X3 (or similar) for inventory management
- **Analytical Skills:**  
Ability to interpret stock data and optimize inventory levels
- **Ethical Standards:**  
Excellent personal and ethical standards
- **Problem-Solving:**  
Quick resolution of inventory discrepancies and issues
- **Attention to Detail:**  
Precision in record-keeping and documentation

**Must have technical / professional qualifications:**

- Bachelor's degree preferably in supply chain, Stores/inventory management, or an equivalent field.
- At least 5 years' experience in stores/inventory management



<ul style="list-style-type: none"><li>• Perform end-of-day reconciliations where required.</li></ul> <p><b>Invoice Verification and Payment Support</b></p> <ul style="list-style-type: none"><li>• Verify and endorse invoices before submission to Accounts Payable, confirming goods received as per LPO/contract.</li></ul> <p><b>Audit and Compliance</b></p> <ul style="list-style-type: none"><li>• Support internal and external audits by providing requested information, schedules, and records.</li><li>• Follow internal requisition schedules and work in close cooperation with all department heads.</li><li>• Review and implement audit recommendations for stores.</li></ul> <p><b>User Support and Cross-Functional Collaboration</b></p> <ul style="list-style-type: none"><li>• Support the pastoral and boarding section in allocating student items (both continuing and new students).</li><li>• Support the Academy's sales department with inventory management.</li><li>• Respond to supplier and user queries effectively; escalate only when necessary.</li></ul> <p><b>Supervision and Team Management</b></p> <ul style="list-style-type: none"><li>• Supervise, train, and allocate work to Stores Assistants.</li><li>• Ensure that Stores Assistants perform physical receipt, shelving, labelling, stock counts, and invoice forwarding correctly.</li><li>• Any other duty assigned by the line manager (Finance Manager) from time to time.</li></ul>	<ul style="list-style-type: none"><li>• Experience working in a learning institution will be a distinct advantage</li><li>• Hands on experience working with a stores/ inventory software/ERP. Those Hands-on experience working with procurement software/ERP. Sage X3 experience is an added advantage</li></ul> <hr/> <p><b>Budget owned:</b></p> <ul style="list-style-type: none"><li>• None</li></ul> <hr/> <p><b>Direct reports:</b></p> <ul style="list-style-type: none"><li>• Stores Assistants</li></ul> <hr/> <p><b>Dotted reports:</b></p> <ul style="list-style-type: none"><li>• None</li></ul>
---	--