

Job Title	Procurement Analyst	Function/Region	Finance
Reports to	Head of Procurement	Band	3
Location	London		

Our Mission

'To create the finest retail experiences.'

Our Purpose

'Making the extraordinary possible'

Purpose of the Role

The Procurement Analyst supports the UK business by creating accurate, timely, and well-written purchase requisitions that enable efficient purchasing and supplier invoice processing. The role requires strong attention to detail, clear communication, and close collaboration with internal stakeholders to ensure procurement activity aligns with business needs and company policy.

Key Responsibilities

Requisition Creation & Management

- Prepare high-quality purchase requisitions that are accurate, complete, and compliant with procurement and finance policies
- Ensure correct Workday coding, supplier details, pricing, and supporting documentation are included
- Monitor requisition progress and proactively resolve issues or missing information to avoid delays

Stakeholder Partnership

- Work closely with UK business teams to understand requirements, timelines, and specifications
- Provide guidance on procurement processes, documentation standards, and required information
- Build effective working relationships to support efficient and compliant purchasing activity

Supplier & Invoice Support

- Liaise with suppliers where required to clarify information for requisition creation
- Collaborate with Accounts Payable to resolve invoice queries linked to purchase orders or documentation
- Support timely and accurate payment of supplier invoices

Process & Compliance

- Ensure all procurement activity follows company policies, financial controls, and audit requirements
- Maintain accurate records to support transparency and traceability
- Identify ways to improve requisition quality, reduce errors, and streamline processes

Skills & Experience

Insight & Judgement

- Use technical knowledge and sound judgement to review requisition information accurately
- Identify missing or unclear information and proactively resolve issues
- Prioritise tasks effectively and take responsibility for outcomes

Communication & Influence

- Produce clear, accurate, and well-structured requisitions and supporting documentation
- Communicate openly with stakeholders and suppliers to clarify requirements

Collaboration & Inclusion

- Build trusted relationships with colleagues across business teams, suppliers, and finance
- Work cooperatively with others to support team objectives and efficient procurement activity
- Take account of different perspectives and contribute to a positive working environment

Delivery & Performance

- Organise and manage multiple requisitions and deadlines effectively
- Maintain a high level of accuracy across coding, pricing, supplier information, and documentation
- Follow through to support timely purchase order creation and supplier invoice processing

Technical Requirements

- Experience using procurement or ERP systems, ideally Workday
- Confident user of Microsoft Office, particularly Excel and Outlook
- Understanding of purchase requisition, purchase order, invoice, and supplier documentation processes

Our Success Framework



McArthurGlen, an extraordinary experience for everyone.

At McArthurGlen we value the diversity of our people.

We celebrate difference and believe that everyone is extraordinary.

We are committed to building a culture where our opinions and contributions are listened to and respected and anyone can be themselves.

We learn and grow together, we all belong.