# Value for Money & Efficiency Officer

## Job Purpose

The Value for Money & Efficiency Officer will be responsible for identifying and delivering opportunities to improve the organisation's financial efficiency, reduce unnecessary expenditure and ensure that expenditure delivers appropriate value.

The role will combine **financial analysis, supplier and contract review, value-for-money auditing, cost reduction and operational efficiency**. The postholder will independently examine expenditure across the organisation, challenge costs where appropriate, identify waste and develop practical programmes to reduce costs without compromising service quality, compliance or frontline delivery.

A key responsibility will be to establish a culture of continuous value-for-money review, ensuring that expenditure is **necessary, competitively priced, efficiently managed and aligned with organisational objectives**.

## Key Responsibilities

### 1. Supplier Costs & Contract Management

- Review supplier expenditure, pricing structures, contracts and purchasing arrangements.
- Analyse supplier costs and identify opportunities for cost reduction, consolidation or renegotiation.
- Review contract terms, renewal arrangements and volume discounts.
- Identify instances of overcharging, duplicate expenditure, unused services, poor utilisation or expenditure outside agreed contractual terms.
- Benchmark supplier costs against alternative suppliers, market rates and historical expenditure where appropriate.
- Support contract renegotiations and competitive procurement exercises with robust financial analysis.
- Monitor supplier performance against contractual value, service levels and agreed pricing.

### 2. Waste Reduction & Operational Efficiency

- Identify financial and operational waste throughout the organisation.
- Analyse processes to determine where resources, money, time or materials are being unnecessarily consumed.
- Develop and implement waste-reduction programmes with relevant departments.
- Quantify the financial impact of identified waste and track savings achieved.
- Review recurring expenditure and challenge costs that do not demonstrate clear operational value.
- Work with operational managers to implement agreed efficiency measures.
- Establish appropriate measures to ensure that cost reductions are sustainable rather than one-off savings.

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**3. Expenditure Analysis & Savings Identification**

- Conduct detailed analysis of organisational expenditure to identify savings opportunities.
- Assess whether expenditure is necessary, appropriately priced and justified by the operational requirement.
- Investigate unusual expenditure patterns, significant variances and unexplained increases in costs.
- Identify recurring expenditure that may no longer be required or may be capable of being delivered more efficiently.
- Develop cost-saving proposals supported by financial analysis and evidence.
- Prepare business cases demonstrating the potential financial impact of proposed savings.
- Distinguish between genuine recurring savings, one-off savings, cost avoidance and efficiency improvements.

**4. Value for Money Audits**

Plan and undertake independent value-for-money reviews across different areas of the organisation.

Audits may include:

- Supplier and procurement expenditure.
- Contract utilisation and compliance.
- Staffing and frontline overheads.
- Facilities and property costs.
- IT and technology expenditure.
- Fleet and transport costs.
- Professional and consultancy fees.
- Utilities and other recurring overheads.
- Travel and expenses.
- Equipment purchasing and utilisation.
- Departmental operating expenditure.

**5. Financial & Management Reporting**

- Produce regular Value for Money reports for senior management.
- Develop dashboards showing expenditure trends, savings opportunities and realised savings.
- Report on supplier expenditure and significant cost movements.
- Track the implementation of recommendations.
- Maintain a central register of value-for-money initiatives.
- Report risks, barriers and areas requiring management intervention.
- Provide clear financial analysis that can be understood by non-financial managers.

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## Required Qualifications & Experience

**Essential**

**Qualifications**

A relevant third-level qualification in one or more of the following:

- Finance
- Accounting
- Business
- Economics
- Procurement
- Business Analytics
- Commercial Management
- Operations Management

A professional qualification or significant progress towards one of the following would be desirable:

## Experience

The successful candidate should have substantial experience in several of the following areas:

- Supplier costs & contract management
- Waste reduction & operational efficiency
- Expenditure analysis & savings identification
- Internal audit or value-for-money reviews.
- Business process improvement.
- Working with operational managers to implement change.

## Essential Technical Skills

The candidate should demonstrate strong analytical capability, including:

- Advanced Excel skills and proficient in Word and PowerPoint.
- Excellent analytical skills and attention to detail.
- Excellent verbal, written, interpersonal and communication skills.
- Ambitious, energetic and motivated with ability to adapt to new challenges.
- Ability to work effectively in a team environment.
- Ability to work to and achieve time critical deadlines.
- Excellent organisation and planning skills.

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The successful candidate will combine **financial discipline with operational understanding**, ensuring that the objective is not simply to reduce expenditure, but to **eliminate waste, improve efficiency and maximise the value obtained from every euro spent**.

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