

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

FINANCE ASSISTANT

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

Job Purpose	
The post holder will provide a service to support the business within the Financial Policy and Services Department at Headquarters and contribute towards the provision of a high quality service to the department's customers.	
There will also be responsibility for assisting with the preparation of documents for year end and reviewing year end returns from establishments.	
Key Responsibilities	
1	Administration and monitoring of the Accounts Payable ledger including reviewing data input by users, preparation of the BACS supplier payment runs and assisting with resolution of disputed invoices, escalating issues to the Finance Officer as necessary. Completion of the Accounts Payable month end reconciliation and reconciliation of supplier statements.
2	Administration and monitoring of the Accounts Receivable ledger including regular review of the Aged Debtor listing and following up overdue invoices, escalating issues to the Finance Officer as necessary.
3	Verifying the accuracy of documentation received for payment through cashbook, checking and processing cashbook payments via online banking or cheque payment and accurately recording these within the Financial System in a timely manner. Monitoring of HQ and establishment bank account balances and tracking SPS cash flows on a daily basis. At month end completion of various cash book reconciliations and uploading of bank statement information onto the Financial System.
4	Processing changes received from establishments in relation to Non-Current Assets and assisting with both Non-Current Assets and Budgets. This will include assisting with the distribution of management information and collation of monthly variance reports and outturn submissions received from establishments and HQ directorates.
5	Checking and recording information from establishment year end pack returns onto year end schedules and following up queries with local finance teams as required.
6	Provide cover for the other Finance Assistant posts within Financial Policy and Services as required and carry out other general administration duties including mail distribution, ordering stationery, photocopying, filing, typing, sending emails etc.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
Qualifications		
Minimum of five National 5 (or equivalent) qualifications including English and Mathematics or relevant experience gained in a similar role and/or environment.	ESSENTIAL	Application
Hold a financial qualification or be willing to work towards this e.g. AAT, CAT	DESIRABLE	Application
Experience		
Competent in the use of a windows based finance package.	ESSENTIAL	Application Interview
Competent in the use of Microsoft Office including Word, Excel and Outlook and able to demonstrate advanced Excel skills.	ESSENTIAL	Application Interview
Experience of Accounts Payable, Accounts Receivable and Cashbook including online banking.	ESSENTIAL	Application Interview
Knowledge & Skills		
Excellent numeracy skills with the ability to analyse a wide range of information and experience of completing balance sheet account reconciliations. [Insert criteria from Person Specification]	ESSENTIAL	Interview

Ability to work effectively on your own initiative and as part of a team with excellent organisational skills and the ability to work to a specified deadlines.	ESSENTIAL	Interview
Good communication skills with the ability to build and maintain effective relationships with a wide range of contacts.	ESSENTIAL	Interview
Knowledge of accounting for non-current assets and of Public-Sector Budgeting processes and variance reporting.	DESIRABLE	Interview

Selection Process Key Dates

Vacancy Closes for Applications	29 May 2019	Time	00:00
Interview Date*	13 June 2019		

***please note interview dates are subject to change.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Angela Fletcher** by email at: **Angela.Fletcher@sps.pnn.gov.uk** or by telephone on: **0131 330 3836** to allow reasonable adjustments to be made to assist you.

