

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### Finance Manager

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

<b>Job Purpose</b>	
<p>With support and guidance, the post holder is responsible for the integrity of all data processed through the systems within their remit, ensuring compliance with SPS policies and guidance. In addition, the post holder will ensure all business processes, systems and procedures are robust, controlled and will withstand audit scrutiny. As a member of the establishment's Senior Management Team, the Finance Manager is responsible for budget management and reporting that provides the necessary information and support for successful delivery of operational business. With line management responsibilities across other areas of non-operational Business, the role holder will ensure that all staff within their remit are trained to meet the ever-changing demands and challenges of this busy prison.</p>	
<b>Key Responsibilities</b>	
1	Advise the Governor and SMT on all aspects of locally controlled budgets and on all policy and strategic matters relating to Finance and Business matters within remit
2	Responsible for all financial systems and processes and compliance to the Financial Policy and Guidance Manual and other directives, including completing mandatory controls such as month and year end reconciliations and reports, safeguarding of assets and control of cash and bank accounts.
3	Ensure that all procurement activities conducted by the establishment comply with Procurement policies and procedures.
4	Deploy, motivate and ensure that all staff within the Finance and Administration department are competent to undertake their duties and to provide appropriate line management support and training through effective application of relevant HR policies.
5	Management of the establishment's annual budget including budget planning, devolvement and budget projections that provide an accurate statement of the establishment's budget outturns.
6	Provide a flexible and proactive Finance & Administration service commensurate with the needs of the establishment and the wider SPS.

## 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?
<b>Qualifications</b>		
Possess an HNC accountancy qualification or qualified Accounting Technician (or equivalent).	<b>Essential</b>	Application
<b>Experience</b>		
Proficient in planning and profiling of annual budgets that supports local and national delivery plans. Experience in the on-going monitoring of budgets that provides SPS senior management with accurate financial forecasts throughout the year for pay, income, expenditure and capital funding.	<b>Essential</b>	Application Interview Written Assessment
Proficient in the use of a windows based financial management system including management of stock control, accounts payable and receivable ledgers assuring accurate representation of local payables and receivables balances. Compliance with appropriate legislation (e.g. VAT).–	<b>Essential</b>	Application Interview Written Assessment
Experience of managing people including appraising and development of staff, challenging unacceptable behaviours and generating positive attitudes in staff whilst managing change.	<b>Essential</b>	Interview
<b>Knowledge &amp; Skills</b>		

Excellent knowledge of accounting processes and procedures that provides assurance and good governance. Proficient in the preparation of monthly and year end accruals and prepayments. Management of financial reconciliations and control accounts for inclusion in monthly and year-end financial reports.	<b>Essential</b>	Interview
Ability to assess and review information and recognise potential issues and the ability to interrogate and interpret financial data that will provide management information and support decision-making.	<b>Essential</b>	Interview Written Assessment
Evidence of excellent communication skills both written and oral with ability to vary style to ensure mutual understanding and the ability to build and maintain effective relationships with a wider range of contacts and positively influence others to achieve results.	<b>Essential</b>	Interview
Demonstrate an understanding of the work of the SPS and its contribution to the wider criminal justice agenda.	<b>Desirable</b>	Interview

### Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	<input type="text"/>	<b>Time</b>	12noon
<b>Interview Date*</b>	tbc		

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 **Shotts HR** by email at: [ShottsHR@prisons.gov.scot](mailto:ShottsHR@prisons.gov.scot) or by telephone on: **01501 824 054** to allow reasonable adjustments to be made to assist you.

