

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

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 play a key role in the delivery of an effective and efficient procurement service to customers ensuring value for money and compliance with SPS Finance and Procurement policies and procedures and updating the SPS Financial Management System (Agresso).	
The post holder will provide relief cover for the Accounts Receivable/Cashier role within SPS College and assist the Finance function to meet deadlines.	
The post holder will have regular day to day interactions with a range of internal and external stakeholders including colleagues, customers, stakeholders and visitors.	
The role is based at the SPS College in Polmont, however there may be a requirement for the post holder to work from home.	
Key Responsibilities	
1	Work with colleagues and customers to define specifications and requirements of goods and services which meet the needs of the college, ensuring value for money and that relevant Finance and Procurement policies and procedures are followed.
2	Ensure requisitions are completed prior to placing business with suppliers in accordance with procurement and finance policies.
3	Accurate and timeous processing of purchase orders, goods receipt and invoices to meet payment deadlines.
4	Contribute to the completion of financial month and year end reconciliations and reports.
5	Communicate clearly and effectively with contacts including colleagues, customers, stakeholders and visitors taking cognisance of context, nature of contact and using the most appropriate medium.
6	To prioritise and plan your work to meet locally agreed objectives and timescales; managing time and resources, being flexible and supportive and taking cognisance of other colleagues' objectives and timescales.

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		
Five National 5 qualifications, including English and Maths/Arithmetic or equivalent qualifications or relevant experience.	ESSENTIAL	Application
Experience		
FINANCE/PROCUREMENT EXPERIENCE: Experience of working in a Finance/Procurement function including using a computerised financial management system.	ESSENTIAL	Application/Interview
IT SKILLS : Experienced and competent in the use of Microsoft Office packages including Excel, Word and Outlook.	ESSENTIAL	Application/Interview
Knowledge & Skills		
COMMUNICATION SKILLS: Well-developed oral and verbal communication skills across a wide range of media including email, telephone and face to face communication.	ESSENTIAL	Interview
PLANNING AND PRIORITISING: Ability to prioritise, plan and organise own workload and work to tight deadlines; ensuring consistent attention to detail, accuracy and high quality outputs.	ESSENTIAL	Interview
FINANCE/PROCUREMENT POLICIES: Knowledge of Finance and Procurement policies and procedures – Accounts Payable and/or Receivable processes.	ESSENTIAL	Interview

NUMERACY SKILLS: Excellent numeracy skills including the ability to analyse and interrogate a range of information.	ESSENTIAL	Interview
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Selection Process Key Dates

Vacancy Closes for Applications	17 March 2021	Time	23:55
Interview Date*	29th and 30th March 2021		

***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.

