

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK PRISONER WAGES ADMIN ASSISTANT

Thank you for your interest in the above role. Below, you will find the job description and person specification with information on how criteria from the person specification 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 | |
|---|--|
| Provide an effective and efficient administration service to HMP Edinburgh. The duties of the post include accurate data input, basic financial reconciliation, ordering, purchasing, receipt and distribution of prisoner sundry purchases. The post includes supporting Prisoner Services colleagues as required. | |
| Key Responsibilities | |
| 1 | To carry out payment and administration of prisoner wages in accordance with the Prisoner Wage Earning Policy, Finance & Guidance Policy, SPS Aims and Objectives, operating standards and procedures. |
| 2 | To accurately check and input all Prisoner Wages on PR2 weekly |
| 3 | To accurately check Wage Sheet submitted from various areas prior to inputting on PR2 |
| 4 | Process orders for weekly newspapers, magazines and sundry purchases accurately reconciling expenditure against income utilising PR2 reports. |
| 5 | To accurately deduct Prisoners' Personal Cash for purchases including newspapers magazines and sundries on a weekly basis reconciling to supplier invoices. |
| 6 | To address any enquires in relation to Prisoner Wages and to assist colleagues in Prison Services (i.e. Prisoners' Stores/ Canteen) and will involve manual handling |

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 | or | Stage of Selection Process Assessed |
|---|------------------------|----|--|
| Qualifications | | | |
| 2 National 5 at Grade C or above (including English & Maths) or equivalent qualifications or at least a minimum of 6 months relevant admin experience | <input type="text"/> | | <input type="text"/> |
| Knowledge, Skills & Experience | | | |
| Competent & experienced in all aspects of administration | <input type="text"/> | | Competency sift and interview |
| Competent in the use of Microsoft Packages | <input type="text"/> | | Competency sift and interview |
| Previous experience of financial reconciliations. | <input type="text"/> | | Competency sift and interview |
| Working knowledge of databases and accurate data inputting | <input type="text"/> | | Competency sift and interview |
| Behaviours | | | |
| <input type="text"/> | <input type="text"/> | | Interview |
| <input type="text"/> | <input type="text"/> | | Interview |
| <input type="text"/> | <input type="text"/> | | Interview |
| <input type="text"/> | <input type="text"/> | | Interview |

For further information regarding the expectations in regard to behaviours, candidates should reference the [Competencies for Success Framework](#).

Selection Process Key Dates

| | | | |
|--|----------------------|-------------|---------|
| Vacancy Closes for Applications | <input type="text"/> | Time | 12 Noon |
| Interview Date* | <input type="text"/> | | |

*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 **Edinburgh HR Team** by email at: **EdinburghHRTeam@prisons.gov.scot** or by telephone on: **01314443010** to allow reasonable adjustments to be made to assist you.

