

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

Administration 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	
Working as part of HMP YOI Stirling's Finance & Business team based at the Liliias Centre the post holder will be responsible for the provision of all aspects of administrative support to the operational function based within Liliias with a specific focus on Procurement and Finance activities	
Key Responsibilities	
1	Local administration of canteen and sundries purchase process in conjunction with HMP YOI Stirling Procurement team; distribution and collation of order sheets, calculation and processing of financial transactions through the SPS' Prisoner Records System (PR2) and distribution of prisoner bought items and sundry purchases. liaising with the HMP YOI Stirling Procurement team.
2	Maintenance of a cash imprest system held locally. Provide assurance on processing of cash transactions and balances held within Liliias, including daily reconciliations, in accordance with SPS financial policies
3	Assist Cashier with checking and processing local travel & subsistence claims by ensuring they are compliant with SPS policies. Maintenance of all incoming and outgoing mail in line with SPS Policy and Standard Operating Procedures
4	Maintenance of goods and services required by Liliias; facilitating local orders with HMP & YOI Stirling, accepting delivery of good and responding to enquiries sensitively, timeously and efficiently, at all times working within the parameters of the relevant policies and legislation.
5	Maintenance of stock items held within Liliias including but not limited to janitorial products and uniforms; providing the Procurement Manager with assurances that all stock is accounted for and completing reconciliations on a weekly and monthly basis.
6	Liaise with the Information Security Officer to ensure records are managed efficiently and effectively, in compliance with the SPS Records Management and Retention Policy. Ensure personal data and business information is managed in a manner compliant with national and local information security policies and procedures

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 Two National 5 (or equivalent) qualifications (including English & Mathematics) or relevant experience gained in a similar role and/or environment.	ESSENTIAL	SIFT
Experience		
Previous experience in an Administration role	ESSENTIAL	SIFT & INTERVIEW
Competent in the use of Microsoft Office packages such as Word, Excel, Outlook	ESSENTIAL	INTERVIEW
Previous experience of stock management activities	DESIRABLE	INTERVIEW
Knowledge & Skills		
Ability to plan, organise, prioritise and manage workload in order to achieve results within strict deadlines	ESSENTIAL	INTERVIEW
Ability to build positive working relationships with internal and external partners	ESSENTIAL	INTERVIEW
Working knowledge of SharePoint & Agresso	DESIRABLE	INTERVIEW
Working knowledge of General Data Protection Regulations	DESIRABLE	INTERVIEW

Selection Process Key Dates

End Date	30 th November 2022	Time	13:00
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 **Elizabeth Rayne** by email at: **Elizabeth.Rayne@prisons.gov.scot** or by telephone on: **01786 835370** to allow reasonable adjustments to be made to assist you.

