

APPLICANT PACK

CASHIER

HMP EDINBURGH

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	
You will be responsible for ensuring that establishment cash accounts are correct and continually updated on the SPS Financial System (Agresso). You will also be responsible for ensuring all monies are recorded and allocated as per establishment Guidelines and ensure that procedures are followed as per SPS Financial Policy and Guidance Manual and all other relevant guidance.	
Key Responsibilities	
1	Process all bank and cash transactions, and produce daily reconciliations between State and Prisoner Funds accounts; ensuring that the principle of separation of Prisoner Funds from State Funds is complied with at all times.
2	Assist with completion of 'monthly end reconciliations', including schedule losses, and the year-end reconciliations; to ensure that all completed returns are sent to the Finance Department (HQ) in appropriate formats and within agreed timescales.
3	Process invoices and travel & subsistence claims through the SPS Financial System (Agresso) and RBS Bankline transactions. Prepare and process journals to the appropriate establishment for prisoners on transfer correctly and accordingly to agreed timescales.
4	You will prepare and process daily and weekly journals on Agresso and reconcile prisoner personal cash, wages and pin phones transactions
5	You will prepare relevant reconciliations, including daily cash checks, ensuring that physical cash and accounts balance on the financial system match, and investigate any discrepancies
6	You will ensure all monies are banked timeously and securely, ensuring that the cash office is secure at all times.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appoint 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 at least 6 months' relevant experience gained in a similar role and/ or environment.	Essential	Sift 1
Experience		
Experience of working in finance/cash function	Essential	Competency Sift
Competent in the use of Microsoft Office packages including Word, Excel, Outlook etc.	Essential	Competency Sift
Knowledge & Skills		
Good numeracy skills, including the ability to analyse and interrogate a wide range of information.	Essential	Competency Sift Aptitude Test Interview
Well-developed written and verbal communication skills across a wide range of media including email, telephone and face to face communication.	Essential	Competency Sift Interview
Ability to prioritise workload to meet departmental and organisational deadlines	Essential	Competency Sift Interview
Ability to work individually and as part of a team.	Essential	Competency Sift Interview

Selection Process Key Dates

Vacancy Closes for Applications	05 March 2021	Time	12.00
Interview Date*	25 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 **Madeleine Wood** by email at: madeleine.wood@sps.pnn.gov.uk or by telephone on: **0131 444 3010** to allow reasonable adjustments to be made to assist you.

