

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

Finance Officer

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	
To procure goods/services and process financial transactions on behalf of Estates & Technical Services and to assist the Finance Manager with the preparation and completion of monthly/annual returns to central Finance and other bodies.	
To assist the Finance Manager to provide Estates & Technical Services Senior Management Team with a robust financial reporting structure, to ensure the effective monitoring and control of budgets and expenditure.	
To ensure compliance with the HM Revenue & Customs Construction Industry Scheme (CIS), including monitoring payments to suppliers; ensuring correct deductions have been made; submitting payments and mandatory statements to HM Revenue & Customs and suppliers on behalf of SPS.	
Key Responsibilities	
1	To operate Delegated Procurement Authority for Estates and Technical Services by completing requisitions, obtaining and accepting/declining quotes for goods and services. To register purchase orders and invoices using Agresso and to deal with queries from contractors, suppliers and central Finance regarding late payment, non-payment, disputes etc.
2	To assist the Finance Manager with the collation and processing of monthly/annual accruals/prepayments and submission of reports to central Finance by due dates.
3	To assist the Finance Manager to analyse reports from Agresso and Estates Maintenance Teams and to prepare various monthly finance reports for the Estates Senior Management Team.

4	To monitor all payments made by Estates & Technical Services and to liaise with Establishments and Field Maintenance Teams to establish the nature of works which may fall within the Construction Industry Scheme. To liaise with field staff and HM Revenue & Customs to verify the status of contractors. To submit monthly payments and reports to HM Revenue & Customs by the due date and where necessary to arrange for recovery/repayment of over/under deductions. To issue monthly statements of deduction to suppliers.
5	To assist the Finance Manager to familiarise Estates Management Teams with all relevant financial processes 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		
A minimum of five National 5 Qualifications (including Maths/Arithmetic and English) or equivalent qualifications or relevant experience.	ESSENTIAL	Application
Experience		
Experience of working in a financial environment and good understanding of procurement and financial process and procedures.	ESSENTIAL	Application Interview
Practical experience of processing purchase orders, invoices and other financial transactions through financial accounting systems.	ESSENTIAL	Application Interview
Experience of planning and prioritising a heavy workload and meeting consistently rigid deadlines.	ESSENTIAL	Interview
Knowledge & Skills		
Competent and experienced in all aspects of administration and proficient in the use	ESSENTIAL	Application Interview

of Microsoft Office, particularly Word, Excel and Outlook.		
Excellent numeracy skills and ability to collate, analyse and interpret numerical data.	ESSENTIAL	Interview
Well-developed communication skills at all organisational levels.	ESSENTIAL	Interview
Practical knowledge of the rules of HM Revenue & Customs Construction Industry Scheme (CIS), which covers all construction work carried out in the UK.	DESIRABLE	Interview

Selection Process Key Dates

Vacancy Closes for Applications	19 November 2019	Time	12noon
Interview Date*	<p>The assessment process will consist of the following elements:</p> <ul style="list-style-type: none"> • Interview <p>The assessment day will be taking place on 10th December 2019.</p> <p>Further information will be provided to candidates progressing to this stage of the process by the way of a formal invite to assessment.</p>		

***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 **Caroline Nicol** by email at: caroline.nicol@sps.pnn.gov.uk or by telephone on: **01324 710497** to allow reasonable adjustments to be made to assist you.

