

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 is responsible for the integrity of all data processed through the systems within their remit, ensuring compliance with SPS policies and guidance. In addition, the post holder will ensure all business processes, systems and procedures are robust, controlled and will withstand audit scrutiny. As a member of the establishment's Senior Management Team (SMT) the Finance Manager is responsible for budget management and reporting that provides the necessary information and support for successful delivery of operational business. With line management responsibilities across other areas of non-operational business, the role holder will ensure that all staff within their remit are supported to meet the ever changing demands and challenges of the SPS.	
Key Responsibilities	
1	Advise the Governor and SMT on all aspects of locally controlled budgets and on all policy and strategic matters relating to finance and business matters of the prison and the wider SPS.
2	Management of the establishment's annual budget including budget planning, devolvement and budget projections that provide an accurate statement of the establishment's budget outturns.
3	Responsible for the integrity of financial systems and processes, assuring compliance to the SPS policies and directives, completion of mandatory controls such as month and year end reconciliations and reports, safeguarding of assets and control of cash and bank accounts.
4	Ensure that all procurement activities conducted by the establishment comply with Procurement policies and procedures.
5	Deploy, motivate and ensure that all staff within the Finance and Administration department are competent to undertake their duties and to provide appropriate line management support and training through effective application of relevant HR policies.
6	Provide a flexible and proactive Finance & Administration service commensurate with the needs of the establishment and the wider SPS.

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 requirement possesses AAT Level 3 or equivalent.	Essential	Sift 1
Experience		
Proficient in budget planning, setting and management of income, expenditure and capital budgets that supports the delivery of operational business and strategic objectives.	Essential	Interview and written assessment
Experience in the management of the general ledger, assets, cashbook, accounts payable and receivable ledgers and the calculation of accruals and prepayments. Experience in the use of a Windows based finance package and Microsoft Office applications including Excel and Word.	Essential	Interview and written assessment
Experience of managing people including challenging unacceptable behaviours and generating positive attitudes in staff whilst managing change.	Essential	Competency sift and interview
Knowledge & Skills		
Knowledge of accounting processes, systems and financial controls, including the management of month-end and year-end financial procedures and management reporting.	Essential	Competency sift and interview
Ability to assess and review information with the ability to interrogate and interpret financial data that will provide	Essential	Interview and written assessment

management information and support decision making.		
Evidence excellent communication skills both written and oral with ability to vary style to ensure mutual understanding and the ability to build and maintain effective relationships with a wider range of contacts and positively influence others to achieve results.	Essential	Competency sift and interview
Demonstrate an understanding of the work of the SPS and its contribution to the wider criminal justice agenda.	Desirable	Competency sift and interview

Selection Process Key Dates

Vacancy Closes for Applications	10 November 2020	Time	23:55
Interview Date*	24 November 2020		

*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 **HR Business Partner Louise McGahan** by email at: Louise.McGahan@sps.pnn.gov.uk or by telephone on: **01324 722266** to allow reasonable adjustments to be made to assist you.

