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UNLOCKING POTENTIAL TRANSFORMING LIVES

**APPLICANT PACK**

**Prisoners’ Wages Admin 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**

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| **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. The post holder may be required to help in the Prisoner Canteen at busy periods. |
| **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.

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| **Criteria**  | **Essential/Desirable?** | **When assessed?** |
| **Qualifications** |
| 2 National 5 at Grade C or above (including English & Maths) or equivalent qualifications or at least a minimum of 3 months relevant admin experience | Essential  | Initial sift |
| **Experience** |
| Competent & experienced in all aspects of administration | Essential | Competency sift and interview |
| Previous experience of financial reconciliations | Essential  | Competency sift and interview |
| Competent in the use of Microsoft Packages, including Excel, Word, Outlook etc. | Essential  | Competency sift and interview |
| **Knowledge & Skills** |
| Working knowledge of databases and accurate data inputting | Essential | Competency sift and interview  |
| Good numeracy skills and compare a range of information | Essential | Competency sift and interview  |
| Ability to work to a high degree of accuracy and efficiency and be able to prioritise workload to meet organisational and departmental deadlines | Essential | Competency sift and interview  |
| Ability to work individually and as part of a team | Essential  | Competency sift and interview |

**Selection Process Key Dates**

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| --- | --- | --- | --- |
| **Vacancy Closes for Applications** | 17 February 2020 | **Time** | 23.55 |
| **Interview Date\*** | 05 March 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 **Name** by email at: **Insert Email Address** or by telephone on: **Phone Number** to allow reasonable adjustments to be made to assist you.

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