

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

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.

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

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.

