

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	
<p>In role you will provide support to the Estates & Technical Services Finance Team in the procurement of goods/services for Estate related activities, processing of financial transactions and collation of financial reports to Senior Management and any other bodies as required.</p> <p>The role may qualify for flexible working hours.</p> <p>The role will be based within the Scottish Prison Service (SPS) Headquarters, currently based in Edinburgh. There may be a requirement for some home working.</p>	
Key Responsibilities	
1	Operate Delegated Procurement Authority for Estates & Technical Services by completing requisitions, obtaining and accepting/declining quotes for goods/services, issuing purchase orders, receiving goods and checking invoices.
2	Register purchase orders, goods received and invoices on SPS' computerised financial management system (Agresso). Assist Estates & Technical Services Finance Team to investigate and respond to internal and external enquiries regarding missing/wrong/faulty goods, late payment, non-payment and disputes.
3	Assist Estates & Technical Services Finance Team to analyse financial data from various estates teams and input to Agresso at month/year end, to facilitate timeous submission of mandatory reports.
4	Assist Estates & Technical Services Finance Manager with analysis of monthly reports from SPS' computerised financial management system (Agresso) and updating of monthly and ad-hoc excel reports to senior managers.
5	Assist administrative staff in establishment estates teams with processing of transactions and adherence to current financial policies and procedures.
6	Perform all finance-specific administrative tasks for the Estates & Technical Services Finance Team (including answering telephone, filing, typing, photocopying and collating data) and provide general administrative cover to the wider Estates and Technical Services team in the absence of the Estates and Technical Services Administrative Assistant.

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 2 National 5s (or equivalent) qualifications, including English and Mathematics (or Arithmetic), or relevant experience gained in a similar role/environment.	Essential	Application
Experience		
Experience of working in a financial environment, with an understanding of basic accounting processes. <i>Within your response, please describe in detail, your experience of working within a financial environment, and outline your knowledge of accounting processes.</i>	Essential	Application Interview
Experience of all aspects of administration	Desirable	Interview
Competent in the use of IT systems and software, including packages such as Excel, Word, Outlook etc. <i>Within your response, please describe in detail, your experience of using IT systems and software (including packages such as Excel, Word and Outlook), and how you have used these packages in practice.</i>	Essential	Application Interview
Knowledge & Skills		
Well-developed written and oral communication skills.	Essential	Interview
Accurate and sound analytical and numerical skills.	Essential	Interview

Effective time management skills and ability to prioritise workload.	Essential	Interview
Ability to work effectively on your own and as part of a team.	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	15 December 2020	Time	12noon
Interview Date*	13 January 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 **Agata Krupczynska** by email at: agata.krupczynska@sps.pnn.gov.uk or by telephone on: **01324 710 497** to allow reasonable adjustments to be made to assist you.

