

APPLICANT PACK

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	
The post holder will provide an effective and efficient service to the prisoner population within strict deadlines and within the parameters of the SPS Finance Policy.	
Key Responsibilities	
1	Check and calculate prisoner canteen sheets. Collate sundry order sheets
2	Assist in ordering, receiving and stocktaking in canteen shop area and sundry stock
3	Assist in processing financial transactions through PR2 for prisoner wage payments, phone credit and canteen purchases
4	Assist in the PPC and Bag & Tag functions
5	Process prisoner allowed telephone lists and inter-prison calls.
6	Collate, input and charge prisoners for weekly purchases and sundry orders using PR2 and Microsoft Office systems. Compile the weekly retail shop and canteen financial journals for processing by the Cashier

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?
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Qualifications		
Minimum of Two National 5 (or equivalent) qualifications (including English & Mathematics) or relevant experience gained in a similar role and/or environment.	ESSENTIAL	Sift
Experience		
Competent in the use of Microsoft Office packages including Excel, Word and Outlook, etc.	ESSENTIAL	Sift & Interview
Knowledge & Skills		
Sound knowledge and experience of Stock Control	ESSENTIAL	Sift & Interview
Ability to prioritise workloads to meet departmental deadlines	ESSENTIAL	Sift & Interview
Ability to analyse, interpret and report on a range of information	ESSENTIAL	Sift & Interview
Excellent communication and inter-personal skills	ESSENTIAL	Sift & Interview

Selection Process Key Dates

Vacancy Closes for Applications	26 October 2020	Time	23:55
Interview Date*	09 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 **Elizabeth Rayne, HR Officer** by email at: Elizabeth.Rayne@sps.pnn.gov.uk or by telephone on: **01786 835313** to allow reasonable adjustments to be made to assist you.

