

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

Business & Finance Admin

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	
Working as part of the HMP YOI Stirling's Finance & Business team, the post holder will be responsible for the provision of all aspects of administrative support to the operational function within HMP Stirling and providing support to both CCU's with a specific focus on month end financial processes and governance.	
Key Responsibilities	
1	Report prepare and collate month end/ YE financial information for the CCU's and assist the cashier with the month end reconciliation process
2	Support the cashier with the Management of a cash imprest system held at CCU'S. Provide assurance on processing of cash transactions and balances held within Bella/Lilias, in accordance with SPS financial policies
3	To support the Business Improvement Manager with FOISA, Legal, SPSO enquiries and Data Breaches by collating and process business data; audit and monitor systems and produce reports using Microsoft Word, Excel, PowerPoint, Business Objects, PR2 and SharePoint
4	Liaise with HMP YOI Stirling's Information Security Officer to ensure the efficient and effective management of staff, individuals held in custody and business information in compliance with the SPS Records Management and Retention Policy
5	Provide relief cover as require within the appropriate banding.

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 of 2 National 5's (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 such as Word, Excel, Outlook	ESSENTIAL	SIFT & INTERVIEW
Previous experience in an Administration role	ESSENTIAL	SIFT & INTERVIEW
Knowledge & Skills		
Ability to plan, organise, prioritise and manage workload in order to achieve results within strict deadlines	ESSENTIAL	SIFT & INTERVIEW
Ability to use strong communication skills to build positive working relationships with internal and external partners	ESSENTIAL	SIFT & INTERVIEW
Ability to analyse, interpret and report on a range of information ensuring accuracy and attention to detail	ESSENTIAL	SIFT & INTERVIEW
Understanding of relevant SPS policies and procedures and legislation including a working knowledge of GDPR	DESIRABLE	SIFT & INTERVIEW

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	23.55
Interview Date*	19 th October 2022		

***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** by email at: **Elizabeth.Rayne@prisons.gov.scot** or by telephone on: **01786 835370** to allow reasonable adjustments to be made to assist you.

