

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

General 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.	
Working pattern will be Monday to Thursday 9.30am to 2.30pm	
Key Responsibilities	
1	Assist in processing financial transactions through PR2 for prisoner wage payments, sundry purchases and canteen purchases.
2	Assist in ordering, receiving and stocktaking in canteen shop area and sundry stock.
3	Picking and processing all prisoner canteen and sundry requests through the till system within set deadlines
4	Assist in ensuring accurate reconciliations for all PR2 and Pin Phone use and transactions processed.
5	Inputting handed in and sent in prisoners personal cash and ensuring that correct balances are passed to the cashier at the end of the day. Also processing all local purchases and ensuring they balance.
6	As part of a multi-functional team you will be required to perform other tasks/ relief cover as specified by Accounts Manager

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		
A minimum of 2 National 5 qualifications, including English and Maths or equivalent qualifications.	Essential	Application
Experience		
Knowledge and experience of stock control	Essential	Application/Interview
Competent in the use of Microsoft Office packages including Excel, Word, Outlook etc	Essential	Application/Interview
Knowledge & Skills		
Ability to prioritise workloads to meet departmental deadlines	Essential	Application/Interview
Experience of working on your own initiative and as part of a team	Essential	Application/Interview
Ability to analyse, interpret and report on a range of information	Essential	Application/Interview
Excellent communication and inter-personal skills	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	04 October 2019	Time	5pm
Interview Date*	Week commencing 14 th October 2019		

*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 **Ruth McCracken** by email at: **Ruth.McCracken@sps.pnn.gov.uk** or by telephone on: **01501 824046** to allow reasonable adjustments to be made to assist you.

