



SCOTTISH LEGAL AID BOARD
Person Specification and Job description for applicants

**Administrative Officer
Corporate Services (Finance) - Receipts & Payments**

Edinburgh

Starting salary from £20,690
Pro rata if part-time

We are currently recruiting for Administrative Officer Grade 2 within the Finance - Receipts and Payments Department of our Corporate Services Directorate. This post is permanent in full time basis.

Our organisation

The Scottish Legal Aid Board (SLAB) was set up in 1987 to manage legal aid in Scotland. We are a non-departmental public body responsible to the Scottish Government. Our primary purpose is to manage and improve continuously publicly funded legal assistance and to advise Scottish Ministers on its strategic development for the benefit of society.

We welcome and encourage applications from diverse backgrounds, including groups currently underrepresented in our workforce. We pride ourselves as being an employer of choice.

SLAB is a highly ethical organisation, carrying out rewarding work that may have a considerable impact on clients' lives. As a business, SLAB offer stable employment and has a low staff rotation ratio, likely due to the strong career opportunities. Our total reward package includes the following: flexible working hours, remote working from home, the opportunity to apply for a seasonal ticket loan for public transport, a competitive holiday entitlement of 34 days per year (inclusive of public and privilege holidays) increasing after five years of continuous service, and a 6% contributory pension scheme.. In some cases, we may financially contribute to relocation expenses for roles out with the Central Belt.

If you wish to learn more about the Scottish Legal Aid Board (SLAB) and our other direct services, please visit the [SLAB website](#).

Information about the role

This position offers an excellent opportunity for someone who has a genuine interest in the Finance field and is looking to further develop their knowledge and skills. Receipts and Payments is a small department with a strong emphasis on teamwork, however the position also allows the individual to work on their own, thus enabling them to use their own initiative on a regular basis. In line with the nature of the department's work, Receipts and Payments have a strong focus on customer service.

The main purpose of the role is to process all financial transactions and statistical information accurately, ensuring that all payments are made within prescribed time-scales and in accordance with the appropriate accounting procedures and service level agreements.

Main Duties and Responsibilities

1. Cash reconciliation.

- Ensure accurate records of Receipts (batch books) are maintained and are properly reconciled to bank statements
- Identify any discrepancies between the receipts book and the bank statements and resolve or refer to the appropriate person
- Ensure that the general ledger is updated with receipts on a daily basis and that all receipts are recorded by the last working day of the month
- Follow up any queries from departments in respect of missing payments within appropriate timescales
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2. Process administration and legal aid payments for the Board, ensuring that turnaround times and targets are achieved.

- Register supplier invoices and send to requisitions/cost centre managers for approval
- Check supplier statements, reconcile to supplier records and obtain copy invoices, where appropriate
- Validate and authorise the Administration and Fund payment proposals

Going forward our aim would be to introduce further aspects of this position.

3. Administer the legal aid practitioner system. When the Sols Database officer is on Annual Leave.

- Register New Firms, Practitioners and Branches
- Link Practitioners to Firm and Branch
- Follow up any enquiries from solicitors or advocates within appropriate time-scales

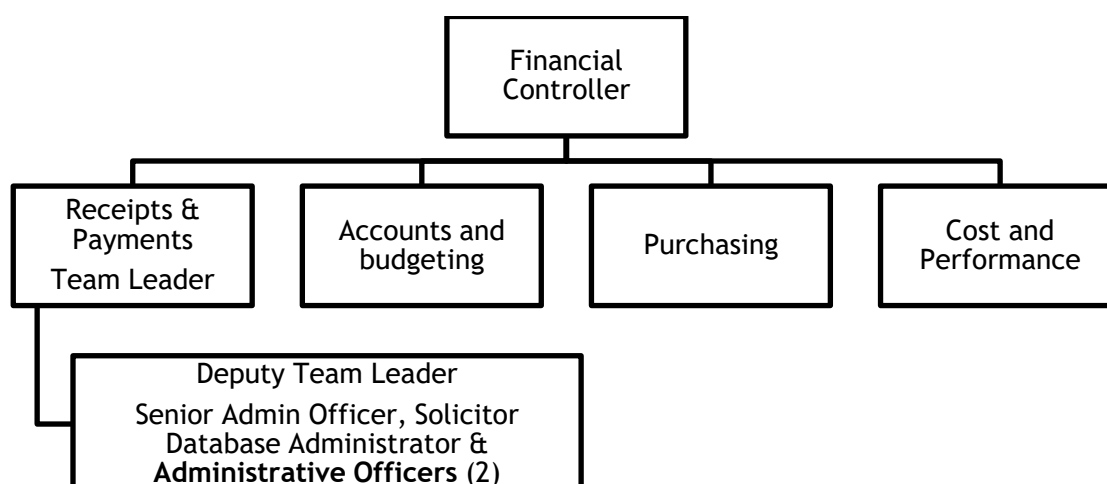
4. Administer arrestment orders.

- Record arrestment accurately and within agreed timescales
- Ensure appropriate action is taken when an arrestment is removed, i.e. issue the cheque and remove the restriction from the practitioner record
- Ensure relevant correspondence is sent at each stage of the arrestment cycle
- Arrange for the transfer of funds into a special deposit account if appropriate

5. Administer Monthly Payrolls.

- Generate payroll reports and reconcile accordingly; process BACS files
- Calculate the amount due to HMRC for PAYE and NI contributions and process through Accounts Payable
- Update the General Ledger by journal entry to represent the salaries paid to staff

Finance department structure chart



Essential Criteria

You will be asked in your personal statement to provide evidence as to how you meet the essential and desirable criteria listed below:

- The demonstrable interest of working in a finance department
- Experience in business administration, preferably in a similar financial profession like, e.g. payroll or accounts
- Excellent interpersonal skills and ability to plan and organise own workload efficiently, meet targets within a deadline and work with minimum supervision
- Good numerate skills and great attention to detail
- Excellent keyboard skills and good computer skills including the ability to learn to operate a new software's and other databases
- Sound working knowledge of MS Office, particularly Word and Excel
- Experience in customer service
- Excellent communication skills, professional, confident and diplomatic when liaising with others

Desirable Criteria

- Experience or knowledge of accounts payable systems, purchasing procedures and systems

All applicants must have a recent (last 12 months) criminal record check either at the application stage, or following a conditional offer of employment. For this post we are requiring Basic Disclosure Scotland. For more information about types of criminal record checks in Scotland please visit www.mygov.scot/disclosure-types/.

Qualifications

You must hold a minimum of National Qualifications (or equivalent) in English and a subject which clearly indicates competency in figure work such as: Mathematics, Accounting & Finance, Arithmetic, Book-keeping, Statistics, Physics and Science. For National 5 and Standard Grades, only grades 1, 2 and 3 are acceptable. For Ordinary Grades only grades A, B and C (1, 2 and 3) are acceptable. Other educational qualifications equivalent to these may also be acceptable. Equivalent relevant work experience may also be acceptable.

Competency required

In addition to the specific criteria listed above, the following competencies for Grade 2 roles are also required and all SLAB's applicants will be tested against these during the interview or assessment centre.

Self Awareness

- Responsible for personal behaviour and is accountable for own actions, health and wellbeing
- Aware of personal strengths, takes pride and responsibility for performance at work and is responsive to constructive feedback
- Adaptable, contributes to and embraces new ways of doing things, seeking the support of others when needed
- Identifies personal development needs and actively manages own Personal Learning Plan

Team work

- Knows and understands the contribution the team makes to SLAB's performance, and Operational Plans
- Can be relied on to deliver agreed personal objectives and is aware of how their work connects with the work of others
- Builds networks and maintains good working relationships with colleagues, valuing their diversity and contribution and is open to different points of view
- Contributes views, ideas and experience to improve the team's performance, offering and/or seeking practical help when necessary

Customer Service

- Knows and understands internal and external customers & how their role fits into SLAB and the wider public sector
- Understands customer needs and expectations and responds in a helpful and professional way
- Builds positive working relationships with customers and works to agreed time scales and standards of quality
- Takes responsibility to review and improve customer service, listening to and acting on feedback

Information Management

- Uses a range of corporate systems and is aware of security and organisational procedures
- Accesses, manages, stores, retrieves information through effective use of SLAB Information Systems
- Shares and presents information of all kinds in an appropriate format accurately and on time
- Contributes to the continuous improvement of Management Information Systems

Communications and Engagement

- Contributes views, ideas and experience, identifying appropriate methods of communication and target audience
- Identifies and sources information to produce accurate numeric work and concise, well-structured written work using SLAB guidance
- Verbal communication is confident, contributing ideas in a clear and concise way
- Inquisitive and actively listens, responding appropriately, using clarifying questions to test understanding

Interview Expenses

Travel and subsistence expenses during the selection process are the responsibility of the applicant. Following current government guidance of social distancing, the interview will be most likely arranged online using video conferencing tools.

Starting Salary

This job is graded as Grade 2 within SLAB, which currently has a starting salary of £20,690.

These figures are based on SLAB's current pay position which covers a one year pay period from 1 April 2020. Any future salary increases after 31 March 2021, either as a result of pay progression within grade 2 or other increases to salary points, are subject to Public Sector Pay Policy, Scottish Government approval of an affordable pay remit, SLAB's negotiations with the Union on pay reviews and SLAB's own pay policy.

Working Pattern

The standard working week is 37 hours in total with an unpaid lunch break of 36 minutes each day during SLAB opening hours. Flexible working may be available, but should be discussed.

Other information

For information regarding the pre-employment checks and other relevant information please review all documents attached to this job advert available on our recruitment website. Note that this information is provided for guidance only and does not form part of the conditions of employment. Further information about the Scottish Legal Aid Board (SLAB), including who we are and what we do, can be found at www.slab.org.uk.