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**Support and Professional Services**

**Finance**

**Cashier**

**ZZ602168**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Part-time, fixed term contract ending 31 July 2018 (or the earlier return of the substantive post holder)**

Salary is in the range £22,214 - £25,728 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 25 hours per week. Overtime is not normally payable but time off in lieu may be given. The working hours for this post are from 9.30 a.m. to 2:30 p.m., Monday to Friday.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The Scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Cashier |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:****Location:** | FinanceUniversity House |
| **Position Reference No:** | ZZ602168 |
| **Cost Centre:** | 47800 |
| **Responsible to:** | Accountant (Treasury and Banking) |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2017 |

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| **Purpose of Job:** |
| To provide the cashiering function of the University and its subsidiaries. |

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| **Key Responsibilities:** |
| Ensuring accurate recording and receipting of all monies paid to the University, to include all cash, cheques and credit card transactionsAssisting with the daily reconciliation of monies processed through the University tillEnsuring daily banking is properly prepared and recordedPoint of contact for staff and student queries in relation to payments due to the university and when possible, resolving queriesProcessing the daily till transactionsSuch other duties as may be reasonably required by the Head of Department/Section |
| **Working Relationships:** |
| Financial ControllerAssistant Financial ControllerAccountant (Treasury and Banking) Chief CashierCashiersSenior Accountancy Assistant (Treasury and Banking) |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Understanding of the Cashiering function | E | AF, S |
|  | Ability to express themselves clearly and communicate in simple terms. | E | AF, S |
|  | Previous experience of working in a busy cash office | D | AF, S |
|  | Work in a large organisation. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Good numerical skills. | E | AF, S |
|  | The ability to work accurately and methodically to deadlines. | E | AF, S |
|  | Ability to work quickly and remain calm under pressure | E | AF, S |
|  | IT literate | E | AF, S |
|  | Reconciliation skills | D | AF, S |
| **3.**  | **Education &/or Training** |  |  |
|  | Good level of general education. | E | AF, S |
|  | Maths and English GCSE passes | E | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Motivated and able to work with minimal supervision | E | AF, S |
|  | Strong Interpersonal skills with the ability to communicate with a wide range of customers. | E | AF, S |
|  | Flexible approach during peak periods | E | AF, S |
|  | Customer Focused | E | AF, S |
|  | Team Player | E | AF, S |
|  | Willingness to learn new things | D | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [Job Hazard Information](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working)
 | ✓✓ | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc.)
 | ✓ | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bio aerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterial**s**  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc.)  | 23. Workplace stressors (e.g. workload, relationships, job role etc.) ✓ |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Jo Penney |
| **Date** | 08/09/2017 |
| **Extension number** | 5825 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.