



Rehabilitation and
Retraining Trust

Candidate Information Booklet

Police Rehabilitation and Retraining Trust

Part time Accounts Clerk

Fixed Term

Maternity Cover for up to 12 months

NJC Scale 5

Salary £21,074 - £23,111 per annum (pro rata)

Based on 2018/19 Salary Scales

(pay award pending)

Part-time, 18 hours per week

Completed application and monitoring forms must be returned no later than **12 noon** on **Monday 12 April 2021** to applications@prrt.org or via post marked private and confidential to the following address: HR Administrator, PRRT, Maryfield Complex, 100 Belfast Road, Holywood, Co Down, BT18 9QY.

Forward

Thank you for your interest in the post of Part time Accounts Clerk at the Police Rehabilitation and Retraining Trust. The post is advertised on a fixed term basis to provide maternity cover.

Included in this information pack is the job description and personnel specification for the post of Part time Accounts Clerk as well as further information about PRRT. Also enclosed with this information pack is the application form for the post and monitoring questionnaire. You are advised to pay attention to the personnel specification and to demonstrate in your application how you meet the essential and desirable criteria for the position (please note that all applications must be made via the application form and CVs will not be considered).

If you have any further queries regarding the post, please do not hesitate to contact us at recruitment@prrt.org or on 028 90427788.

Best wishes in your application.

Claire Murray
Human Resources Manager

Information about PRRT

Who we are

PRRT is an Executive Non Departmental Public Body fully funded by the Department of Justice (DoJ).

What we do

The Police Rehabilitation and Retraining Trust was established in 1999 to enable members and former members of the Police Service to achieve and sustain a successful transition into civilian life. To achieve this, PRRT assists its clients to recognise their potential, identify opportunities, set and achieve their objectives and enjoy optimum mental and physical wellbeing beyond policing.

We enable clients to achieve their goals by providing the following services:

- Personal Development, Coaching and Training service
- Physiotherapy
- Psychological Therapies

The Trust also provides services (whether directly or on a sub-contract basis) to non-police bodies within, or funded by, the Department of Justice for Northern Ireland.

We support police officers planning to retire from service, or those who have already retired from the Police Service of Northern Ireland (PSNI) or Royal Ulster Constabulary (RUC). We will offer support to partners and immediate family members of eligible clients, in specific circumstances. In addition, our Psychological Therapies department provides a children and young people's service to children of retired police officers.

Our services are also open on a self-funding basis to the following groups:

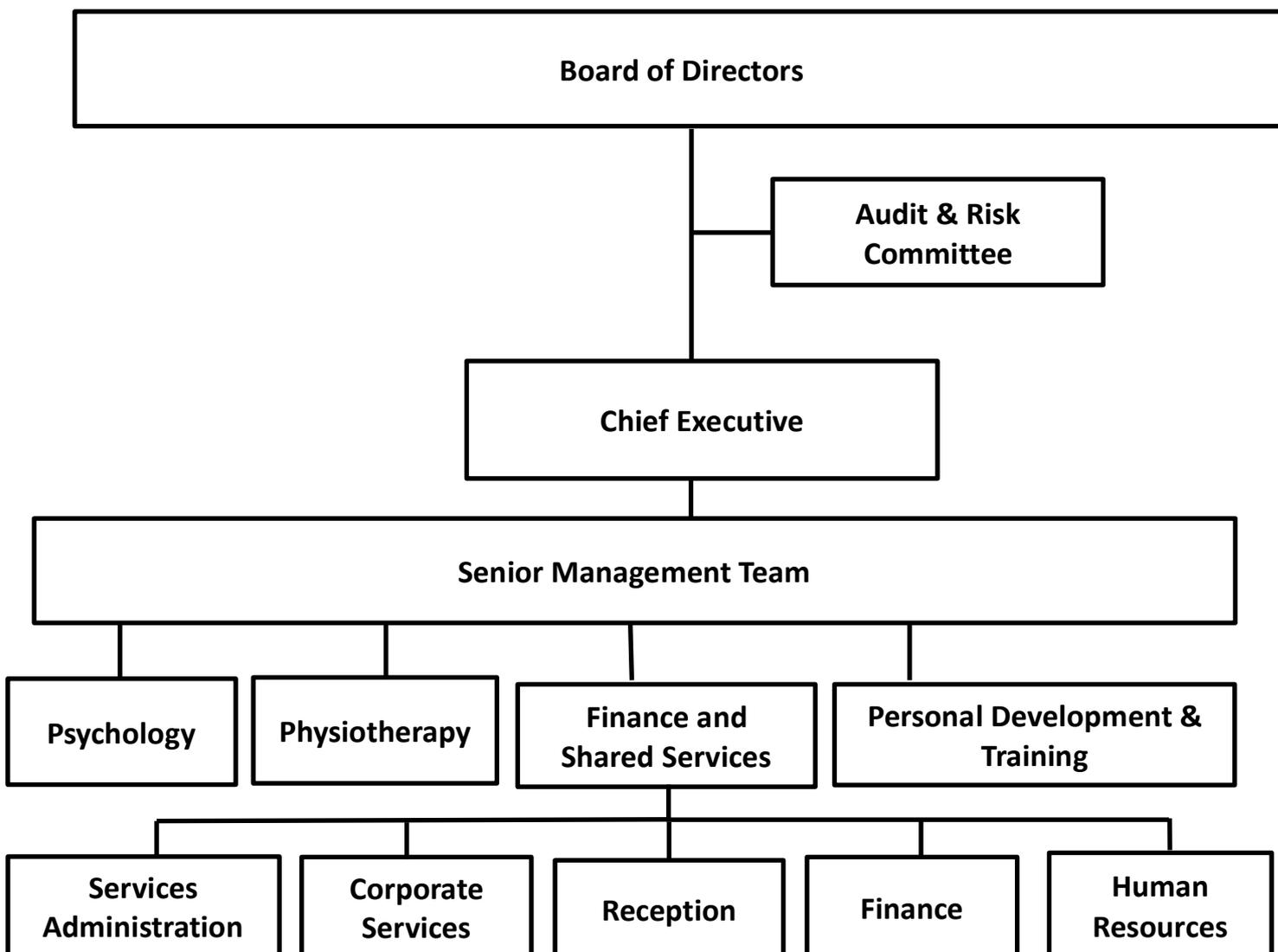
- Police staff
- Immediate family members of serving or retired police officers
- Part Time Reserve Officers
- Serving or retired officers who do not meet the eligibility criteria.

Our Board and Senior Management Team

Our Board is responsible for the control and strategic direction of PRRT. The Chief Executive is accountable to the Board of Directors, and manages the services with a dedicated Senior Management Team accountable to him.

The senior management team is comprised of the Head of Psychological Therapies, Head of Physiotherapy, Head of Personal Development & Training, with responsibility for driving quality initiatives and Head of Finance and Shared Services.

Organisation Structure:



Job description and Personnel Specification

ROLE PROFILE

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| Title: Part Time Accounts Clerk (fixed term maternity cover for up to 12 months) NJC – Scale 5, £21,074 - £23,111 pro rata (Based on 2018/19 NJC pay scales – pay award pending) Part-time, 18 hours per week (work pattern to be agreed) | | |
| Reports to: Finance Manager | Location: Maryfield Complex, Belfast Road, Holywood | Responsible for: Finance and Payroll Administration |
| Role Purpose: The Accounts Clerk is responsible for maintenance and reconciliation of the main ledger accounts and for Payroll Administration | | |

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| <p>Key responsibilities:</p> <ul style="list-style-type: none"> • To accurately input and process financial data and ensure electronic and written financial records are filed within departmental and organisational standards and deadlines. • Includes all aspects of bookkeeping including receivables, payables, general ledger and banking cycles, reconciliations, matching, journals, maintenance of the fixed asset register and general financial administration. • To provide support to the Finance Manager in delivery of a seamless Finance function. • To work closely with the Finance Manager in contributing to compliance with finance policies. • To support the Finance Manager through the provision of timely and accurate financial reports including month end reconciliations. • To actively manage the debtors ledger and credit control. • To assist the Finance Manager in the preparation of annual budgets, financial management reports, annual accounts and reports on an ad hoc basis. • To liaise with internal and external auditors, Trust suppliers and customers/clients, internal employees and Board members in a professional manner and answering queries on finance-based matters. • To undertake reception duties as required. | <p>Core accountabilities:</p> <ul style="list-style-type: none"> • Respond to day-to-day financial administration requirements. • Maintain financial records in line with departmental and organisational standards. • Provide efficient and timely financial administration support to the Finance Manager. • Input and process financial data to meet monthly and bi-monthly accounts deadlines. • Preparation of timely reconciliations for review and approval by Finance Manager. • Preparation of supplier statement reconciliations. • Support preparation of annual year end accounts and audit, and annual budgets. • Provision of ad hoc reports as required by the Trust and requested by the Finance Manager. • Manage aged debtors to ensure effective credit control in line with internal credit terms. • Provide support to Trust staff on finance related administrative duties including accounts payable, purchase order, invoicing and banking. • Undertake such additional duties as may be reasonably delegated. |
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| <ul style="list-style-type: none"> • General payroll administration as required. • To ensure the highest levels of data integrity and security in relation to all manual and electronic information retained within the Finance function. • To comply with Trust policies on Data integrity and security; Health and Safety regulations; PRRT's Commitments to Equality and Equal Opportunities policy and other policies contained in the Employee Handbook. | |
| <p>PERSONNEL SPECIFICATION</p> <p>Essential Criteria:</p> <ul style="list-style-type: none"> • A minimum of three years' experience in an accounts clerk/book keeper position providing support to a variety of end users in a small / medium sized organisation. • Excellent skills in use of computerised accounts packages • Mathematics and English to Grade C GCSE or equivalent. • Excellent IT skills to include Microsoft Office Word and Excel • Excellent planning and organisational skills. • Experience of inputting and processing financial information • Excellent communication skills • Excellent interpersonal skills • Ability to work to and meet financial deadlines. • Excellent attention to detail, demonstrated by a high level of error free work. • Cooperative and willing to accept additional responsibilities. | <p>Desirable criteria:</p> <ul style="list-style-type: none"> • Knowledge of SAGE 200 Computerised Accounts • Fully and/or part-qualified accounting technician • Payroll experience |

The Selection Process

- Appointments to PRRT are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Making your application

- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the criteria detailed in the personnel specification.
- All applications must be made via the standard application form. CVs and late applications will not be accepted.
- The panel reserves the right to utilise the desirable criteria as listed on the personnel specification.

Interviews

- It is anticipated that interviews for the post will take place week commencing 19th April 2021.
- PRRT utilises competence-based interviews. The personnel specification detailed above describes what people need to do to be effective in post. Competence is about what people actually do and how an individual applies or demonstrates the knowledge and skills whilst carrying out tasks.
- The selection panel will design questions to test the applicant's knowledge and experience. The personnel specification and competence framework detailed above will be used as the basis for the interview questions.

Communication regarding this recruitment competition

We will issue electronically as many competition communications as possible, you should therefore check your email account to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further please contact recruitment@prrt.org or on 028 904227788 or text relay: 18001 028 90427788.

Further Important Information relating to this Post

- **Security Clearance** - Where a position is offered, it will be offered subject to security clearance level 2, Non Police Personnel (NPP) and CTC clearance being confirmed via PSNI. Any offer will be retracted where security clearance has not been successful. A start date in post will only be confirmed upon receipt of security clearance.
- There is a probationary period of six months

- Should further positions in PRRT be identified which are similar to that outlined in the role profile above, it is anticipated that a reserve list will be created of candidates who meet the required standard(s) against the interview criteria and who have acquired the necessary pass mark. Should any further vacancies arise, the highest scoring applicant on the reserve list would be allocated to the vacancy. The reserve list will be valid for one year from the final date of interview.

Additional Benefits of working for PRRT

- 25 days annual leave (rising to a maximum of 30 days depending on length of service), 11 days customary/public holidays and 2 discretionary days leave (pro rata for part-time staff)
- Healthcare scheme
- Northern Ireland Civil Service Sports Association membership
- A qualifying workplace pension scheme is available into which the Trust makes an employer contribution of 6% of salary
- Generous CPD policy, time off to attend courses where appropriate and payment of relevant professional body membership fees.
- Flexi-time Scheme
- Additional Annual Leave Purchase Scheme
- Generous sick, maternity/paternity/adoptive pay schemes.
- Death in service provision of four times pro rata annual salary
- Use of the Physiotherapy gymnasium at designated times

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS:

12 NOON ON MONDAY 12 APRIL 2021

PRRT is an Equal Opportunities Employer and we welcome applications from all suitably qualified persons