JoB description

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| --- | --- | --- | --- |
| Position Title | **Cashier** | Department | **Business Services** |
| Generic Job Title | **Administrator – Site based** | Segment | **Sodexo Justice Services** |
| Team Band | **Unbanded** | Location | **HMP Addiewell** |
| Reports to | **Business Manager** | Office / Unit name | **Finance** |

## ORGANISATION StRUCTURE

Business Manager

Cashier

Head of Talent

#### Job Purpose

To ensure that all cashiering duties are carried out in accordance with SJS policy and that all outgoing money is accurately recorded.

To ensure that Prisoners’ cash is balanced daily, as well as promptly process cheques to and from other prisons.

To ensure that the computer back-up is carried out daily.

#### Accountabilities or “what you have to do”

* Ensure all new Receptions cash is recorded on the system accurately and in a timely manner.
* Ensure that all adjudications are deducted from relevant Prisoner accounts.
* Ensure Prisoner monies are released upon their liberation.
* Raise cheques to be forwarded to other prisons and enter onto system and to receive cheques from other prisons.
* Monitor PIN phone costs on a spreadsheet, compared to the BT system.
* Maintain the valuable property records, when valuable property is brought up from Reception.
* Inputting of Prisoner loans onto the system.
* Responsible for petty cash.
* Undertake duties as required that will contribute to the effective operation of the prison

**Key Performance Indicators (KPIs)** **or “What it will look like when you are doing the job well”**

* Participate in training as required in order to keep up to date with all mandatory and refresher training.
* All prisoner cash is fully accounted for.
* Promote, understand and ensure compliance with all SJS policies and procedures.

#### Dimensions

|  |  |
| --- | --- |
| ***Financial*** |  |
| ***Other*** |  |

#### Competencies (Sales and Core)

|  |  |
| --- | --- |
| * x | * x |
| * x | * x |
| * x | * x |

#### Skills, Knowledge and Experience

Essential

* Have strong IT skills and previous administration experience.
* Excellent communication skills.
* Flexible to cope with fluctuating levels of demand and an evolving role.

Desirable

* Previous experience in a custodial environment.

#### Contextual or other information

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| --- |
| I can confirm I have read the full content of my job description and understand the requirements of this role: |
| Employee Signature: |
| Date: |
| Please return to sender with any associated documentation |

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| Document owner | Jacky Foster | | |