

Delivering care through collaboration

NHS Golden Jubilee

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk



Chair: Susan Douglas-Scott CBE

Chief Executive: Professor Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate,

POST: Audit Assistant

HOURS: 18.75 hours per week

SALARY: Band 2 - £19,609 to £21,615 per annum (pro rata)

CLOSING DATE: 26th January 2022

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'G Swinyard', written over a light blue horizontal line.

Gabriella Swinyard
Senior Recruitment Advisor

NHS Golden Jubilee

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee.
- The contents of this package are as follows:
 - Job Description/Person Specification
 - Terms and Conditions of Service
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form which you will be requested to complete via our electronic application system is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- NHS Golden Jubilee operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System.
- The shortlisting process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

Recruitment Person Specification

| | Essential | Desirable |
|--|---|---|
| Qualifications/Training | <ul style="list-style-type: none"> SVQ Level 2 | <ul style="list-style-type: none"> Previous training in use of Micros / Squirrel and Opera |
| Experience | <ul style="list-style-type: none"> Previous experience of working in a similar role within a four star hotel environment | |
| Skills/Knowledge | <ul style="list-style-type: none"> Literacy and numeracy Good communication skills | |
| Additional job requirements E.g. car driver, unsocial hours | <ul style="list-style-type: none"> Able to work unsocial hours/shift work 5 days over 7 Physically demanding | |
| Any other additional information | <ul style="list-style-type: none"> Ability to work well in a team. Understanding of handling confidential information | |

Golden Jubilee Conference Hotel

1. JOB IDENTIFICATION

Job Title: Audit Assistant

Department(s): Hotel Audit

Job Holder Reference:

No of Job Holders: 1

2. JOB PURPOSE

Working within a small team, providing a range of assistance within debtors control, revenue management and administration duties

3. ORGANISATIONAL POSITION

This post reports to the Audit Supervisor.

General Manager



Audit Supervisor



Audit Assistant

4. SCOPE AND RANGE

- Copy, send and file all debtors ledger invoices, produce statements using Opera (Front Office system) and make initial chase contact by phone
- Provide administration support to the hotel audit office function by collating information, preparing outgoing mail and emails and photocopying office documents
- Provide occasional cover for audit function

5. MAIN DUTIES/RESPONSIBILITIES

Under supervision provide from the following:

- Answer office phones when unattended, collecting contact details.
- Use email, scanner, shredder & photocopier
- Produce information for month-end function to ensure segregation of duties in accordance with audit guidelines
- Audit daily outlet pay-ins, collating statistics on spreadsheets and checking for accuracy
- Input daily revenue/payment information and statistics into excel spreadsheets highlighting any discrepancies to the Audit Supervisor
- Collate and record internal and external invoice details using excel
- Discuss and resolve discrepancies with staff members / managers and Audit Supervisor.
- Supervision available within the department.
- Debtors Ledger
- Deal with sales ledger calls, answering clients' queries, arranging copy invoices, discussing expected payment dates.

6. SYSTEMS AND EQUIPMENT

The postholder is required to use a PC, including Visual Display Unit as part of their working day along with other general office equipment including photocopiers, scanner, fax machine, document binder and shredder.

The postholder will receive training on a variety of software packages including Microsoft Excel, Word and Outlook. These packages will be used by the postholder to build, maintain and present relevant information. Other systems used will be Opera (Front Office system), Vision (reporting system) and Squirrel (Food & Beverage system)

7. DECISIONS AND JUDGEMENTS

- This post is directly supervised
- Normal daily routine will be decided by the Audit Supervisor
- All paperwork is verified by either the Audit Supervisor, Financial Controller or General Manager
- The postholder will be expected to communicate with clients, hotel staff and management within their agreed tasks

8. COMMUNICATIONS AND RELATIONSHIPS

The postholder will be expected to communicate using a variety of styles, including telephone, email and in person in all aspects of the job.

Office communication may be with anyone who wishes to speak with the audit department. This could be a guest requiring a copy receipt, the director of finance wishing to ask for information or a debtor looking to settle their outstanding account. Where it is not possible for the postholder to respond immediately to either of these requests, they must be able to accurately gain contact information and a detailed outline of the request.

9. PHYSICAL DEMANDS OF THE JOB

Physical skills

Daily - the postholder is required to develop a high level of keyboard skills to utilise the various office automation. Speed and accuracy are essential. This amounts to 20-30% of the working day

Physical effort:

Daily -the post requires light physical effort, frequently sitting in an office environment, lifting and moving files for upwards of 60% of the working day

Mental Demands:

Daily - to maintain concentration where accuracy and attention to detail are paramount.

Occasionally - to be flexible to the demands of the office environment whilst experiencing frequent interruptions

Emotional Demands:

Occasional - stress associated with many demands on their time

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Gaining payment dates from clients who have not settled their debtors account to agreed terms. Discussing and resolving discrepancies with staff members / managers and Audit Supervisor.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The postholder should be educated to Higher level. An understanding of cash control is preferable. Confidence with client / staff contact is essential. Previously working successfully within a small team would be an advantage. On-going training will be available in all aspects of the post.

12. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

NHS Golden Jubilee
Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£19,609 to £21,615 per annum (pro rata)

3. Grade

This post is offered at Band 2

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

18.75 hours per week

6. Tenure of Employment

This post is offered on a Permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

NHS Golden Jubilee Benefits

NHS Superannuation scheme:

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment

37 days' annual leave after 5 years

41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

- **Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.
- **Discounted Room Rates** - Rooms rates discounted subject to specific conditions
- **Discounted Dining** - 20% off food and beverage when dining in the hotel.
- **Golden Bistro (Hospital Restaurant)** - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.