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| **Contents** |

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| --- | --- |
| **Section 1** | **NHS Scotland Values** |
| **Section 2** | **The State Hospital** |
| **Section 3** | **Post Details** |
| **Section 4** | **Job Description** |
| **Section 5** | **Person Specification** |
| **Section 6** | **How to Apply** |
| **Section 7** | **Key Information for Candidates** |

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| **Section 1: NHS Scotland Values** |

Our values are:

* care and compassion
* dignity and respect
* openness, honesty and responsibility
* quality and teamwork

Embedding these values in everything we do will help to make our vision a reality. In practice, we need to:

* demonstrate our values in the way we work and treat each other
* use our values to guide the decisions we take
* identify and deal with behaviours that don’t live up to our expectations
* be responsible for the way we work and not just the work we do

More information can be found at http://www.mts.scot.nhs.uk/about-us/nhsscotland-values/.

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| **Section 2: The State Hospital** |

The State Hospital is the only special security psychiatric hospital covering Scotland and Northern Ireland. Employing around 650 staff, the hospital is located in Lanarkshire in Central Scotland, midway between the cities of Edinburgh and Glasgow.

Patients are treated in accommodation appropriate to their needs and in an environment that supports rehabilitation. There are 140 high-secure beds for male patients requiring maximum secure care: 12 beds specifically for patients with a learning disability. Wards take the form of four units (hubs and clusters) with each unit comprising three 12-bedded areas (i.e. 36 beds per hub).

The State Hospital provides assessment, treatment and care in conditions of special security for individuals with mental disorder who, because of their dangerous, violent or criminal propensities, cannot be cared for in any other setting.

The main aim is to rehabilitate patients, ensuring safe transfer to appropriate lower levels of security. The Forensic Mental Health Services Managed Care Network (Forensic Network) is hosted by The State Hospital, and good partnership working is in place across the Forensic Network to ensure patients are transferred as required.

The State Hospital maintains a safe and secure environment that enables effective patient care and treatment, and support to staff. The most important and effective measure in ensuring the long term safety and health of the patient is relational security (achieved through therapeutic engagement) in combination with both physical security (knowledge of patient and aggregated patient risk) and procedural security (policies and procedures).

The State Hospital has four strategic aims: improving physical health; effective use of resources; pathways for access, treatment and transfer; and improving the quality of patient care. The aims drive forward the quality improvement agenda in line with the Hospital’s Clinical Model, Clinical Quality Strategy and Service Strategy as well as the national NHS Scotland Healthcare Quality Strategy (i.e. care and treatment is person-centred, safe and effective).

We are committed to transparency and accountability.

More information can be found at http://www.tsh.scot.nhs.uk/Information%20Sheets/GI%20-%20CEO%20-%20About%20Us%20-%20Jan%2018.pdf.

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| **Section 3: Post Details** |

**Please note this post is considered a Healthcare Support Worker post.**

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| **Vacancy Reference Number** | 0015961 |
| **Job Title** | Senior Financial Accountant |
| **Grade** | Band 6 |
| **Salary** | £30,401 to £38,046 per annum plus £1,298.39 High Secure Environmental Allowance per annum |
| **Hours** | 37.5 hours per week |
| **Contract Duration** | Permanent |

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| **Closing Date** | 23/02/20 .Please note candidates have until midnight of the closing date to submit their online application. |
| **Interview Date** | Interviews are expected to be held provisionally on 03/02/20. |

Where a post only has temporary funding and a permanent member of staff employed by the State Hospital wishes to apply, this will be treated as a secondment. The employee MUST already have had agreement from their line manager to be released on a secondment before applying for the post

**Please note the email address you supply on your online application will be used to make any further correspondence relating to this vacancy therefore please ensure you check your Junk/SPAM folders on a regular basis.**

**Please note we anticipate a high level of interest in this position therefore we may close the vacancy prior to the closing date once a sufficient amount of applications are received. Please ensure you complete and submit your online application at an early stage to avoid disappointment.**

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| **Section 4: Job Description** |

**THE STATE HOSPITALS BOARD FOR SCOTLAND**

**JOB DESCRIPTION**

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| 1. **JOB IDENTIFICATION**   **Job Title: Senior Financial Accountant**  **Responsible to : Deputy Director of Finance**  **Department(s): Finance**  **Directorate: Finance and Performance Management**  **Operating Division: The State Hospital**  ***Job Reference:***  **No of Job Holders: 1**  **Last Update (insert date): February 2019** | | |
| **2. JOB PURPOSE**  Support the Board’s key financial processes, ensuring these are carried out in an efficient and timely manner, in accordance with Boards statutory and regulatory requirements. Responsible for the production of the templates and word document for the year-end statutory annual accounts, and all statutory returns in relation to income tax, VAT, national insurance and superannuation.   * Manage the Financial Accounting Team and Patient Funds/Bank staff. * Lead on all financial aspects of legal claims and works with the Central Legal Office and Scottish Government (SG) in ensuring these are appropriately funded * Designated Fraud Liaison Officer for the Board, responsible for promoting and developing a counter fraud culture within the Board, including responsibility for the annual fraud plan and fraud updates. * Responsible for the operational element of all capital accounting, and asset management including system management * Provision of information for capital financial planning activities and revenue activities of the Board, in support of annual financial plans’ preparation and implementation, and accurate and timely reporting against these. * Assist in the management and development of high quality financial services and systems within the Board in compliance with the Boards corporate governance framework, statutory and professional responsibilities and standards. * Ensure that financial controls are maintained within the Board corporate governance guidelines * Provide quality information in support of internal and external audit, and to other stakeholders as required, including service agreements / contracts with other NHSScotland boards. * Deputise for the Deputy Director of Finance as required. | | |
| 1. **DIMENSIONS**   Annual Budgets –  Revenue – c.£35m  Capital – c.£0.3m 2018/19 / c. £4m 2019/20, 2020/21  Staff – 623 WTEs  Budget Holders – c.40  Day to day management of staff under direction of the Senior Financial Accountant – 3.24 WTE | | |
| 1. **ORGANISATIONAL POSITION**   Organisation chart as undernoted -  Director of Finance and Performance Management  Deputy Director of Finance  **Senior Financial Accountant (this post)**  Financial Accounting 0.73 wte  Patients Funds 2.51 wte  Senior Management Accountant  Management Accounting 1.00 wte | | |
| 1. **ROLE OF DEPARTMENT (FINANCIAL ACCOUNTS, WITHIN FINANCE)**   Preparing and submitting internal and external reports on financial position; addressing financial risk assessments ensuring significant areas are assessed and that appropriate systems are in place to manage these; support the Deputy Director of Finance in ensuring that resource limits set by SG are not exceeded.  Development and application of financial monitoring control systems, procedures, and controls to ensure public funds are properly managed and safeguarded.  Responsibility for ensuring the affordability of the annual / three-year capital plan and that it is in support of the Operational Plan / Local Delivery Plan (or equivalent).  Production of the templates and word document for the Statutory Annual Report and Accounts (with input as required / appropriate from Management Accounts).  All statutory returns in relation to income tax, NI, Superannuation, and VAT.  All aspects of Counter Fraud Liaison on behalf of the Audit Committee.  Accountability for all aspects of the management and stewardship of Patients’ Funds.  Ensuring that the consideration of policy proposals relating to expenditure or income includes all relevant financial consideration including issues of propriety, regularity or value for money.  Support the Director of Finance and Performance Management’s role of guardian and steward of Board Standing Orders and Standing Financial Instructions that govern Board business.  Prepare and account for the information underpinning the Board’s public accountability for stewardship of its funds. | | |
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| 1. **KEY RESULT AREAS**  * To co-produce the Board’s Annual Report and Accounts in line with the latest issued guidance, liaising with external audit throughout the full year-end timetable. * To manage the Board’s capital budget – supporting the appraisal of capital options for service developments through provision of detailed financial advice and modelling to ensure that all costs are included and risks minimised to enable TSH to make best use of its resources, giving due consideration to service implications from advice given. This may require liaison across a number of services affected. * To investigate complex financial enquiries through the analysis of data from a variety of sources, providing meaningful financial information for use at audit committee and board level and articulate the implications of the data to managers. * To develop and maintain a detailed knowledge of the organisation and the various interactions to support the provision of accurate financial information. * Develop effective partnerships with operational managers and clinical staff, and with finance colleagues across the department, to enable effective communication of finance developments e.g. improvements in reporting and benchmarking data in support of service management. * Day to day management responsibility for staff including managing and motivating in order to achieve objectives within agreed timescales. * To ensure implementation of finance policies, procedures and standards and contribute to their ongoing development, seeking opportunities for change and improvement at all times, ensuring consistency with the aims, objectives and values of the organisation   **Specific aspects –**   * Production of the financial performance return for submission to the Scottish Government Health and Social Care Directorate (SGHSCD) * Management of HMRC VAT reporting; partial exemption and contracted out services * Responsible for monthly Superannuation return to Scottish Public Pensions Agency (SPPA) * Treasury management – linking directly to the Government Banking Service and Local Bank including for all hospital accounts. * Authorised signatory for weekly supplier payment runs, cheque signatory for hospital account and Patient Funds Account, authoriser for Bankline. * Authoriser for PECOS orders. * Review and sign off monthly bank reconciliations for all hospital accounts, Patient Funds reconciliations & Patient Benefit reconciliations. * Responsible as line manager of staff for treasury, general finance and patient funds on a day to day basis. * Ensure the integrity of financial transactions on the Board’s balance sheet by ensuring control account reconciliations are performed and corrective action taken promptly. * Operation of ledger closedown procedures. * Reviewing cash flow, funding requests and monthly forecast projections to Scottish Government. * Finance lead to the Capital Group including providing advice and input on financial arrangements * Responsible for the maintenance, updating and monthly reconciliation of Fixed Asset Register, including capital charges and forecasting. * Input into the production of the annual accounts template ensuring that relevant standards and regulations are fully complied with. * Production of the statutory annual accounts including submission of accounts in line with Scottish Executive guidelines. * Lead the effective planning and liaison with both Internal and External Audit and produce reports for the Audit Committee. * Represent The State Hospital in national groups (Financial Accounts Network, RAM (Asset Management System), Order to Cash workgroup, Scottish Government Technical Accounting. * Develop and manage staff within Financial Accounts team and deploy them effectively to achieve the necessary outputs through the use of Personal Development Plans including identifying training and development needs * Fully responsible for all aspects including sickness absence, appraisal, disciplinary, recruitment and selection decisions and for departmental workload allocation and reallocation * Responsible for reviewing and updating changes to the Standing Financial Instructions, Standing Orders and Scheme of Delegation   **Financial Governance:**   * To support the Deputy Director of Finance with the management of external and internal audit in carrying out reviews and ensure compliance with agreed recommendations   **Staff Governance:**   * Lead, motivate, develop and support a group of staff to ensure that they have the necessary knowledge, skills and attitudes to achieve required objectives. * Through the Performance and Development Review process, identify the training needs of staff and either deliver or commission the delivery of training that ensures such needs are fully met so that staff have the knowledge and skills to support effective financial governance. * Responsible for all HR functions for staff within the team – including recruitment, selection, absence and performance management, disciplinary and grievance matters.   **General:**   * Respond to general queries from managers relating to invoicing, payments and patient funds issues * Ensure departmental policies are up to date and accurately reflect International Financial Reporting Standards, International Accounting Standards guidance from HM Treasury and SGHSCD. * Support the reporting of the capital programme to deliver an improved asset base.   **Fraud**   * Fraud Liaison Officer to ensure the Board is active in the prevention and detection of fraud. Issue fraud alerts via The State Hospital Intranet and Staff Bulletins. * Key contact for National Fraud Initiative carrying out extensive investigations on supplier payment matches and communication with Audit Scotland in respect of findings. | |
| **7a EQUIPMENT AND MACHINERY**  Essential user of a PC and networked systems as part of core Single System Finance Team including generating information and reports, communicating via email, maintaining an electronic diary, and use of internet. Use of other equipment – photocopier, printer, telephone.  **7b SYSTEMS**  Good knowledge of IT systems and software packages extensively used including the following:   * **Microsoft Windows** – PC operating system * **CEDAR e-Financials, e-Analyser, Excel uploader** – The core Financial Management system used for recording ledger transactions and maintaining the financial coding structure. Ability to report and operate system for general ledger, financial accounting work, and investigate transaction history in purchase, sales, treasury and stock ledgers. * **Zendesk** – National Finance Systems Team for information and support * **FPM (Finance Process Manager)** – Create new and amend suppliers and customers * **RAM -** Maintenance and support of asset register system for recording of Board assets and calculation of capital charges. * **Business Objects** – A Financial Management Reporting tool, which enables the production of system-generated financial reports. Used for general enquiries and month end reconciliations. * **Microsoft Excel** – Frequent use of excel to an advanced level of complexity. Production, design and development of accurate reports and financial information on a daily basis. Able to manipulate large amounts of data and produce meaningful and well-presented reports.Designs and formats spreadsheets for specific purposes, e.g. calculations for projected depreciation, year end forecasts and detailed analysis. Accuracy and speed are necessary. * **Microsoft Word** – Frequent use of word to produce reports to an intermediate level of complexity. * **SSTS** – Overseeing rosters are kept to date, accurate and that annual leave & sickness are recorded as well as checking overtime, excess, different leaves and borrowed shifts. * **Other** – Systems required specifically for this post include – RBS Bankline, PECOS, SSTS, Scottish Public Pensions Agency, NEST Pensions, Group Pension Zone, World Pay, HMRC Tools, BACS Payment Services, CMOD, HMRC Government Gateway for Vat, CFS & NFI (Fraud) websites, Trojan (Patients Monies System) – System Manager. | | |
| **8. ASSIGNMENT AND REVIEW OF WORK**  Objectives will be agreed annually with the Deputy Director of Finance. The post holder is responsible for ensuring delivery of these objectives within the statutory obligations of the post. Formal review will take place at mid-year and year-end. Update of objectives and review of progress will also take place through regular meetings with the Deputy Director.  The post holder will be required to work autonomously within predetermined policies, procedures and timescales, with much work being largely self-directed.  Much of the work will require to be delivered to regular and clear timescales integral to the decision-making needs of the organisation – a number being pre-determined by the control environment e.g. monthly and annual planning and reporting cycles.  The nature of the work is a mixture of planned, routine and timetabled tasks – in addition, ad hoc assignments may be requested, including by the Director of Finance and Performance Management.  Beyond this the postholder’s work will be informed by issues arising across the organisation and the resulting identification of need as well as evolving best practice.  Workload management is the responsibility of the postholder. The postholder is required to prioritise workload across staff to ensure all demands are understood and all necessary deadlines are met. | | |
| **9. DECISIONS AND JUDGEMENTS**  Day to day the jobholder is mainly autonomous and expected to use their initiative in resolving problems. Decisions will be required to be made where no departmental policies and procedures exist.  Analyse complex financial or activity information, understand and interpret the information means and the wider implications, with a high level of judgement required in advising and implementing required courses of action.  Deciding on financial assumptions to be used in forecasting; interpretation of complex financial and non-financial data, identifying errors and trends, providing advice as to where and why material variances are occurring recommending corrective actions where appropriate.  The work will be within the parameters of Government health priorities and policies, and other frameworks such as accountancy practice and corporate governance.  Operates within Standing Financial Instructions and policies and procedures of The State Hospital.  Management of financial accounting team (cash management, Patient Funds and Patient Bank Staff) on a daily basis.  Review and authorisation of weekly creditors payment runs  Responsible for the upkeep of the cash forecasting to ensure there are sufficient funds available to cover all hospital expenditure on a monthly basis and to request supplementary drawdown of cash from Scottish Government if required.  Monitor capital spend against budget on a monthly basis and report to the Capital Group.  Apply discretion with regard to fraud and decide how best to take forward any allegations received in regards to theft, fraud or financial irregularities which could result in staff being prosecuted. | | |
| **10. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB**  Knowing and understanding the business of the Board, as well as the financial context, and thus understanding the non-financial challenges.  Ensuring, in a rapidly changing environment, that the fundamental aim of making the best use of limited resources available to the Board within the Board objectives and vision is achieved, and that the work of The State Hospital is delivered within its set financial parameters – which may include successful delivery of major change and/or efficiency programmes which will be monitored through this post.  Providing leadership to the Financial Accounts Section of the Finance Team with a view to improving the effectiveness and efficiency of the service. Requirement to deal sensitively with staff issues including involvement in staff disciplinary hearing on an occasional basis which can be emotional and distressing.  Balancing service priorities with corporate objectives to ensure best overall outcome  obtained  Working from various systems to ensure accuracy of financial information.  Ensuring timetables and deadlines are adhered to with particular focus on year end where timescales for the preparation and production of the annual accounts.  Maintaining and developing where required the financial accounting function, ensuring clarity and appropriate support to finance business partners, as well as a seamless financial management service for the Board’s reporting requirements. | | |
| **11. COMMUNICATIONS AND RELATIONSHIPS**  The ability of the postholder to maintain key relationships and effective communication with a range of other individuals and parties will be crucial to the success of this role.  The postholder is expected to communicate with a wide range of people including clinicians, financial and non-financial managers, with regular communication with all levels of staff within the Board to provide advice, obtain information etc. Excellent communication skills are required to influence and persuade others, particularly around the implementation of change.  Communication needs to be appropriate and flexible to meet the requirements of the recipient/s, including written reports, group discussion and 1:1 meetings.    Regular liaison with directors; other directorates’ staff; Senior Management Accountant and all Finance staff; External and Internal Audit; external Boards i.e. other Health boards; Scottish Government Health and Social Care Directorates; other external parties such as suppliers, customers, patients, HMRC, other NHSScotland Colleagues, external Vat Advisers; National Focus Groups re National Shared Services Agenda. | | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**  **Physical Skills and Demands**   * On a regular basis sit at a desk using a keyboard and Visual Display Unit for long periods of time. There is a requirement for speed, accuracy and attention to detail, and working to tight deadlines. * The post holder is required to be an effective communicator; both written and spoken. * Frequent requirement to travel to attend meetings nationally.   **Mental Effort**   * Prolonged concentration is required when completing highly complicated financial calculations, analysing and reconciling figures, using complex financial spreadsheets, and when prioritising tasks and identify problem areas * Concentration required when interpreting, preparing and presenting information to a variety of end users. * Working in a pressured environment taking all necessary steps to achieve goals, prioritising to ensure deadlines are met.   **Emotional Demands**   * High degree of personal resilience, especially in relation to the interpretation and application of complex policies and decisions, often at times of significant organisational change and in a turbulent and politically driven environment * ­Required to build trust with Service Managers and be able to challenge actions and negotiate solutions to sometimes-difficult situations. * Management of staff, ability to understand and cope with their emotional needs   **Environmental Demands**   * Multi-tasking is required, with frequent interruptions from telephone, colleagues and e-mail. Often need to reprioritise work and prepare information at very short notice. * Required to attend Breakaway Training and refresher training every 2 years * Required to carry personal alarm and keys. * Subject to searching and security procedures, and working in a restrictive, locked environment. | | |
| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   * A relevant degree or equivalent experience in a similar role, preferably within the NHS or public sector environment, or able to demonstrate equivalent competencies, knowledge, or experience. * Ability to exercise initiative and seek alternative solutions (workarounds). * Ability to communicate effectively verbal and written at all levels, both internally and externally. * Ability to prioritise work and work on own initiative whilst under pressure. * Experience of managing and developing staff. * In-depth knowledge of Financial Reporting Standards * Specialist NHS Vat knowledge required to ensure appropriate Vat treatment has been applied in statutory returns * Advanced knowledge of public sector Capital Accounting Manual * Proficient IT skills including a working knowledge of Cedar & financial systems reporting tools. * Extensive knowledge of financial reporting and statutory NHS requirements. * Ensuring confidentiality, diplomacy and discretion are maintained all times | | |
| **14. JOB DESCRIPTION AGREEMENT**  A separate job description will need to be signed off by each jobholder to whom the job description applies.  **Job Holder’s Signature:**  **Head of Department Signature:** | **Date:**  **Date:** | |

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| **Section 5: Person Specification** |

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| STATE HOSPITALS BOARD FOR SCOTLAND  PERSON SPECIFICATION: SENIOR FINANCIAL ACCOUNTANT | | |
| Attribute | Essential | Desirable |
| Qualifications | * A relevant degree or equivalent experience in a similar role, preferably within the NHS or public sector environment, or able to demonstrate equivalent competencies, knowledge, or experience. |  |
| Experience | * Experience of managing and developing staff. |  |
| Skills and Abilities | * Ability to exercise initiative and seek alternative solutions (workarounds). * Ability to communicate effectively verbal and written at all levels, both internally and externally. * Ability to prioritise work and work on own initiative whilst under pressure. * Proficient IT skills including a working knowledge of Cedar & financial systems reporting tools. |  |
| Knowledge | * In-depth knowledge of Financial Reporting Standards * Specialist NHS Vat knowledge required to ensure appropriate Vat treatment has been applied in statutory returns * Advanced knowledge of public sector Capital Accounting Manual * Extensive knowledge of financial reporting and statutory NHS requirements. |  |
| Personal Qualities | * Ensuring confidentiality, diplomacy and discretion are maintained all times |  |

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| **Section 6: How to Apply** |

All applications should be submitted via our online recruitment system ‘JobTrain’.

If this is the first time you have applied for a State Hospital vacancy via our online system, you will be asked to create an account. You can do this via an email address or social media account. Please make sure the email address submitted is correct as this will be our primary method of contact. You will receive automated emails throughout the process, you can reply to these and they will be re-routed to the Recruitment Administrator who is managing the vacancy.

If you are registering as a new candidate you will be able to upload your CV. This is used to help pre-populate some of our application form **only**. NHS Scotland does not accept CV’s in addition to / instead of a completed application form. Your CV will not be visible to the panel at any stage.

If you are a returning candidate, you will be asked if you wish to copy your application from a previous post. Simply select the application you wish to copy from and then you can go through and edit/update the information.

**Thank you for your interest in this post. We very much look forward to receiving your application.**

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| **Section 7: Key Information** | |
| **Terms and Conditions of Service** | **The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement. They can be found at www.msg.scot.nhs.uk/pay/agenda-for-change.** | |
| **Healthcare Support Workers** | **A Healthcare Support Worker is defined as any healthcare worker working within NHS Scotland who is not currently statutorily regulated or in a role that has been recommended for statutory regulation by the government.**  **Your performance must comply with the “Mandatory Induction Standards for Healthcare Support Workers in Scotland” and with the “Code of Conduct for Healthcare Support Workers”, both amended from time to time.**  **These documents can be found at: http://www.hcswtoolkit.nes.scot.nhs.uk/resources/hcsw-standards-and-codes/.**  **Failure to adhere to these standards or to comply with the code of conduct may result in poor performance measures or disciplinary action and could potentially lead to dismissal.** | |
| **Annual Leave** | **The annual leave entitlement is 27 working days, rising to 29 working days after 5 years service and 33 days after 10 years service.**  **In addition to this you are entitled to 8 statutory public holidays per annum to be taken between the period 1 April to 31 March each year.**  **These entitlements will be calculated on a pro rata basis for any member of staff who works less than full time.**  **Annual leave is calculated in hours for every member of staff.** | |
| **Superannuation (Pension) Scheme** | **All new employees will automatically be enrolled into the NHS (Scotland) Superannuation Scheme, or if you are an existing member then your membership will continue.**  **Further information on benefits relating to the scheme, can be found at www.sppa.gov.uk.** | |
| **Eligibility to work in the United Kingdom** | **The State Hospitals Board for Scotland has a legal obligation to ensure that it does not employ any worker who has not been granted permission to work in the United Kingdom. This permission is without exception granted by the UK Border Agency.**  **We check the entitlement to work in the United Kingdom of all prospective employees, regardless of nationality or job category.**  **Applications from candidates who require a Tier 2 Certificate of Sponsorship (formerly Work Permits) will only be considered if no suitable UK or EEA national is identified for the post.**  **For more information regarding eligibility to work in the United Kingdom please visit www.bia.homeoffice.gov.uk.** | |
| **Data Protection Act 2018** | **The information you provide on your application will be treated in confidence and used in line with the Data Protection Act 2018.**  **Only those involved in the selection process will have access to your application form and recruitment details.** | |
| **Equal Opportunities** | **Full disclosure of this information is optional and does not exercise any part of the selection process. It is treated in confidence and only Human Resources staff has access for the purposes of reporting and compliance monitoring.** | |
| **References** | **All offers of employment are subject to receipt of two satisfactory written references. At least one reference must be from your current or most recent employer.**  **If you have not been employed or have been out of employment for some time then you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.** | |
| **Disclosure Scotland** | **All employees require a Disclosure before they can uptake duties at the State Hospital. The level of this disclosure is determined by the nature of the post.**  **Please note that the State Hospital reserves the right, following consultation with you to recover from you any payment made in respect of disclosure.**  **Further information can be found at: https://www.mygov.scot/working-jobs/finding-a-job/disclosure/.** | |
| **Occupational Health** | **New entrants to the State Hospital are required to pass a pre-employment medical screen. The right is reserved for the successful candidate to undergo a medical examination and/or x-ray at any time if it is considered necessary.** | |
| **Job Interview Guarantee Scheme** | **NHS Scotland is “positive about disabled people” and as such we do provide opportunities for disabled people. NHS Scotland operate a Job Interview Guarantee Scheme (JIG), which means that if you have a disability, and meet the essential criteria outlined within the person specification, then you will be guaranteed an interview.** | |
| **Overseas Qualifications** | **If you require a qualification for this post but are not regulated by a professional body (i.e. NMC, HCPC etc) then you must provide an official translation, notarised by a solicitor, which will be checked by the recruiting manager.**  **Please ensure this is available before applying for this post.** | |