

## Recruitment Job Specification

To ensure you meet our commitments as an equal opportunities employer please refer to the guidance notes on the HR intranet portal that will assist you to completing this document

<b>Job Title</b>	Cashier
<b>Business Area / Department</b>	NS&I GPS HOPP
<b>Reporting to:</b>	Team Leader
<b>Directly responsible for:</b>	Processing of Home Office applications and associated payments
<b>Practical requirements:</b>  Detail any practical elements required to undertake this role: (Travel / Physical requirements) e.g. <i>Regular weekly travel to client site is expected. Occasional accessing, lifting and moving of computer hardware around an office environment.</i>	This is an office based role involving the data capture of information from incoming applications and associated payments to agreed business rules You will be required to undergo and successfully gain a BPSS security clearance check in order to undertake this position. The data entry process will involve some degree of lifting and movement of completed cases will be required. The Distribution duty involves heavy lifting and movement of crates and applications around the office.
<b>Working arrangements:</b>  Please describe the possible options available for this role:  <i>i.e. Part time / Full Time / Shift patterns / job share</i>	Full Time
<b>Organisational Overview</b>  Identify the business drivers and the context in which the role will operate now and in the future  You will be joining an existing Atos team who have delivered the service since 2006. In 2013 the account became part of the NS&I GPS portfolio.  The account provides the Home Office with a banking engine for visa application fees.  The team are responsible for the processing of applications, payments and associated banking functions for in-country foreign nationals applying for United Kingdom Visa & Immigrations (UKVI) services.	

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### Job Description (i.e. what is the role?)

- Describe core operational aspects of the job, (this is best in bullet point form)

Include information that is key to the role, for example the strategic objectives and direction of the business unit and how it fits into the wider organisational structure

To process applications; contributing to business performance and achievement of SLA requirements.

Your main responsibilities will involve:

- Open incoming post
- Identify cherished documents
- Capturing data onto the HOPP database
- Record and reconcile associated payments
- Stream applications in line with agreed business rules
- Ensure security of all documentation
- Perform to agreed workrates and quality standards

Staff working on the Distribution Duty will also need to

- Move and sort incoming post by category
- Sort and batch completed work into relevant workstreams
- Securely crate processed applications for transportation
- Liaise with Royal Mail Relay courier
- Reconcile incoming stationery
- File and destroy payment pages in line with retention schedule
- Perform to agreed workrates and quality standards

### Person Specification: (i.e. what skills you need to perform the role)

- Mention any specific features e.g. languages, security clearance, the need to be on call etc.
- You should include skills, competencies, and behaviours required

#### Essential / Minimum Criteria

Atos is a committed “Two Ticks” employer

Disabled applicants who meet these minimum requirements are guaranteed an interview.

- You will be required to undergo and successfully gain a BPSS security clearance check in order to undertake this position.
  - You will be required to complete and pass competency based training
- Staff working on the Distribution Duty will be required to complete manual handling training
- IT literate, competent MS Office, Word and Excel skills
  - Competent English language skills, able to communicate with colleagues on a day to day basis via telephone, email and face to face in a clear, caring, courteous and professional manner.
  - Skills: demonstrate the ability to prioritise workload when multitasking in a rational
  - Adapts to changing circumstances and new information; smoothly adapts to ways of working within a new (customer) environment; takes a positive approach to dealing with change

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	<ul style="list-style-type: none"><li>• Flexible and adaptable attitude</li></ul>
<b>Desirable Criteria</b>	<ul style="list-style-type: none"><li>• Experience working in a production based environment</li><li>• Previous data entry/processing experience</li></ul>