Internship Job Description
Allowances Assistant internship

Payment: UK Living Wage rate £9.00 per hour
Accountable to: Scottish Parliamentary Corporate Body
Contract: Total of 455 hours, either equivalent of 13 weeks full time or 6 months part time
Location: Scottish Parliament, Edinburgh

Organisation profile: The Scottish Parliament exists to define, debate, decide and legislate on issues of importance to the people of Scotland. It holds the Scottish Government to account and is answerable to the people of Scotland. The Scottish Parliamentary Corporate Body (SPCB) provides the staff, accommodation and services needed by the Parliament to carry out its work.

Website: www.parliament.scot

Internship overview
The purpose of the internship is to give the individual the knowledge and skills to carry out the tasks of an administrator within the Allowances Office. They will spend time with both the Travel and Expenses Team and the Allowances Team learning about the Members Expenses Scheme and its rules as well as undertaking the processing of claims for Members and their staff under the Scheme.

Main duties and tasks
General duties across the office will include opening the mail and distributing appropriately to the two teams, issuing advice slip confirming payment has been made to suppliers, answering queries either by email and/or telephone, and inputting claims and invoices on our travel and expenses system for payment.

Travel and Expenses team specific duties will include providing a travel desk service and answering queries to the travel enquiries mailbox. You will also provide quotes to Members and their staff for flights, train and ferry bookings and support the monthly data input in relation to contract taxis, contract travel management services and credit card payments.

Allowances team specific duties will include answering queries to the allowances enquiries mailbox and supporting the monthly data input in relation to stationary purchases, catering and mobile phone expenses.
Person Specification

Essential skills and experience:

1. Have good communication skills including the ability to communicate with a wide range of people and deal with/answer queries clearly.

2. An ability to manage your time and workload, with appropriate support.

3. Ability to use good judgement in knowing when to act independently to make decisions/resolve problems, and when to seek further guidance/advice.

4. Have good IT skills, in particular Outlook, Word and Excel. Note: Training will be given on using our Travel and Expenses System.

5. Have good attention to detail and numeracy skills. You will need to check claims and input them accurately for payment. Training and support will be given on understanding the rules of the Scheme and how to apply them.

6. Have a clear need for the opportunity, and be able to show how it will help you overcome barriers to achieving your career goals. (this is assessed in the sections motivation for applying, skills development, and current employment status.)

7. Define as Deaf or disabled which includes physical, sensory and mental impairments, autistic spectrum, learning disabilities, learning difficulties such as dyslexia or long term health conditions. (You do not need to give details in the supporting statement unless you wish to. If you do, this will not be removed from the application before the shortlisting panel sees it.)

Additional Information
If you would like to discuss this opportunity with the employer prior to submitting your application, please contact: Mairi Pearson by telephone on 0131 348 6609 or by email at mairi.pearson@parliament.scot

Completed applications to be forwarded by **10.00 a.m. Monday 12th August 2019** to:
By email: interns@inclusionscotland.org
Or post:
Naomi Waite
Inclusion Scotland
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EH3 9BN