

230 Administer personal money for individuals in custody

Summary

Maintain and operate systems to account for individuals' personal money and wages

You will apply the following skills:

- Researching
- Quality checking
- Communicating
- Using technology
- Reading
- Recording
- Problem solving
- Using number
- Managing time

Performance Indicators

You will:

Account for individuals' personal money

1. Maintain systems to account for individuals' personal money, in line with your organisation's requirements
2. Make sure that deposits of individuals' personal money are recorded
3. Where required, enter and update the limits of money individuals are allowed to spend within the establishment
4. Record money spent by individuals within the establishment
5. Make deductions from individuals' personal money account as instructed by your organisation
6. Record and prepare money which individuals request to be sent out of the establishment
7. Get approval from the appropriate authority for money to be sent out
8. Provide information about individuals' personal money accounts to those authorised to have this information, in the format and schedule required by your organisation
9. Reconcile individuals' personal money accounts in line with your organisation's requirements and systems

Record individuals' wages

10. Maintain systems to record individuals' wages, in line with your organisation's requirements
11. Make sure that the rates at which individuals are paid are entered and updated
12. Make sure that the work individuals have done is entered on the systems
13. Provide information about individuals' wages to those authorised to have this information, in the format and schedule required by your organisation

Knowledge

You will know:

- 1.** Manual and computerised systems for accounting for individuals' money, and how to use these systems
- 2.** Your organisation's requirements for accounting for individuals' personal money
- 3.** The importance of ensuring that deposits of individuals' personal money, spending and deductions are recorded accurately, and how to do so
- 4.** How to prepare money to be sent out of the establishment
- 5.** The importance of confidentiality, and how to ensure information is only available to those authorised to have it
- 6.** Manual and computerised systems for recording individuals' wages, and how to use these systems
- 7.** Organisational requirements for recording individuals' wages
- 8.** The importance of ensuring that rates of pay and the work individuals have done are recorded accurately, and how to do so
- 9.** The higher authority to whom you should refer if you are in doubt about your role in assisting individuals with appeals