

THE RESERVE FORCES' AND CADETS' ASSOCIATION FOR THE NORTH WEST  
OF ENGLAND AND THE ISLE OF MAN

JOB DESCRIPTION

Job title: Deputy Head of Finance (DHF) (part-time–25 hrs)  
Grade: Grade D  
Department: Finance  
Line Manager: Head of Finance (Hd Fin)  
Countersigning Officer: Chief Executive (CE)

**General**

1. This is a Fixed Term Contract for 2 years on a part-time basis working 25 hours per week with the normal working hours of 0930 hrs to 1430 hrs Monday to Friday, although the actual working hours may be changed with consent from the line manager.
2. The Deputy Head of Finance (DHF) is responsible to the Head of Finance, who is the line manager. The Countersigning Officer is the Chief Executive.
3. The Finance team is made up of the following staff:
  - 1 x Head of Finance (Hd Fin) (Grade C2)
  - 1 x Deputy Head of Finance (DHF) part time 25 hrs (Grade D)
  - 1 x Administrative Officer (AO) (Grade E1)
4. The post holder must have worked in a Finance Department dealing with general accounting procedures.
5. The post holder will be expected to be ITC literate on appointment and within three months have a detailed knowledge of the Association's principal Management Information System (Symphony) and be able to efficiently use the PH2 (RFCA) network system.
6. The role may involve working overtime on the occasional evening or weekends during exceptionally busy times, ie year end.

**Desirable knowledge and experience**

7. The post holder should have or be near to completion of a recognised accountancy qualification (ACA/ AFCA/ ACCA/ CIPFA/ CIMA/AAT).
8. Have knowledge of Managing Public Money practices and Financial Management practices.
9. Have at least 5 years' experience of payroll and production of statutory returns.
10. Have knowledge of charitable fund legislation and accounting procedures.

## **OVERVIEW**

11. Assist the Hd Fin in providing an efficient and effective financial and administrative support service to NW RFCA.
12. Ensure all transactions comply with Government, Ministry of Defence (MOD), Council of Reserve Forces' and Cadets' Association (CRFCA) and Reserve Forces' and Cadets' Association for the North West of England and the Isle of Man (NW RFCA) directives, regulations, notices and instructions.
13. Maintain and reconcile the Symphony (finance management package) nominal and purchase ledgers in a timely and accurate manner.
14. Process the Payroll for over 100 employees, action P11D and process all administration for Company Pension Scheme and Private Pension Scheme.
15. Assist the Hd Fin in the preparation of management and budgetary information and financial reports and returns.
16. The daily management of all charitable funds held in trust by NW RFCA, including servicing Trustee meetings and outcomes from these meetings. Liaise with the Charities Commission, Trustees and the general public.

## **PRINCIPLE TASKS AND RESPONSABILITY**

17. On the weekly payment run, perform checks on individual invoices to ensure correct funding source and nominal codes have been used. Reject any incorrect batches.
18. Maintain the SYMPHONY system in an accurate and timely manner.
19. Maintain nominal records carrying out reconciliations on the main codes.
20. Ensure costs are attributed to correct nominal codes and are reviewed regularly.
21. Service the SYMPHONY database extracting and manipulating data through Excel or Access as required for reports and returns. Maintain and extract data as required by the Hd Fin.
22. Monitor expenditure from establishment, consolidated and travel grants and advise the Hd Fin if it appears budget managers are likely to over/underspend their allocation.
23. Monitor requests for and receipt of funding to ensure adequate cash flow to meet business needs.
24. Administer payroll and pension accruals in an accurate and timely manner, produce monthly analysis data.
25. Administer end of year payroll, producing P60's and P11D's.
26. Assist the Hd Fin with the provision of periodic and year-end reports to external departments and agencies.
27. Assist the Hd Fin with the preparation of year-end audit and assist with the final year-end account and post opening balances.
28. Produce end-of-month and end-of-year reports as directed by the Hd Fin.

29. Work collaboratively to support other employees within the Association in general delivering administrative support.
30. Carry out financial processes for ad-hoc and special projects.
31. Deputise for the Head of Finance in their absence due to leave or sickness. This may require travel to London or within the North West of England by car or train.

### **PERSONAL ATTRIBUTES AND RESPONSABILITIES**

32. The Deputy Head of Finance should be a person of the highest financial integrity.
33. The Deputy Head of Finance must be able to work effectively as part of a small finance team and also as part of the wider HQ and Association team

### **ADDITIONAL DUTIES**

34. Must be able to self-drive and be prepared to travel around the North West area when covering for the Head of Finance, a pool car will be provided.
35. Be prepared to undertake any other duties commensurate with the competencies held at the grade of this post as directed by the Head of Finance, the Chief Executive or the Deputy Chief Executive.
36. This job description should be discussed/read with the line manager at the time of receiving the annual Performance Development Report (PDR).
37. This job description may be reviewed in the light of changes during the period of appointment and on change of incumbent

**PERSON SPECIFICATION – DEPUTY HEAD OF FINANCE**

| Serial | Competence  | Essential | Desirable | Evaluation | Comments |
|--------|---|-----------|-----------|------------|----------|
| 1      | Must have had at least 2 years extensive Finance experience.  | √         |           | AF/I/PA    |          |
| 2      | Experience of using Microsoft Office, especially Word and Excel but with the ability to learn and use bespoke Management Information Systems (MIS). | √         |           | AF/I/PA    |          |
| 3      | Self-Starter, highly organized and a team player with the ability to work effectively without supervision.  | √         |           | AF/I       |          |
| 4      | At least 5 years' experience of processing payroll and Company/Private Pensions.  | √         |           | AF/I       |          |
| 5      | Experience of using Sage Line 50 (Payroll Module).  | √         |           | AF/I       |          |
| 6      | Must be qualified to at least AAT or working towards qualification.   | √         |           | AF/I/E     |          |
| 7      | Must be able to recognise the importance of accuracy and timeliness in the production of financial information.                                     | √         |           | AF/I/PA    |          |
| 8      | At least 2 years' experience of Purchase Ledger Maintenance.  | √         |           | AF/I/PA    |          |
| 9      | At least 2 years' experience of Sales Ledger Maintenance.   |           | √         | AF/I       |          |
| 10     | Experience of Budget Monitoring.  |           | √         | AF/I/PA    |          |
| 11     | Experience of Auditing either public or non-public accounts.  |           | √         | AF/I/PA    |          |
|        | Must have the ability to  |           |           |            |          |

|    |  |   |  |      |  |
|----|--|---|--|------|--|
| 12 | work under a tight deadline under pressure.                            | √ |  | AF/I |  |
| 13 | Experience of working in a small team within an open plan environment. | √ |  | AF/I |  |

AF- Application Form, I – Interview, PA – Practical Assessment, E – Evidence

**Personal Qualities:**

- Ability to prioritise tasks and time manage effectively with recognition of where influence and authority lies and its impact on activity.
- Highly organised with a methodical approach to administration and a good attention to detail.
- A self-starter with high degree of flexibility and adaptability. Excellent team-working ability.
- Keen to advance individual skills and personal development.

Employee Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Line Manager:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dated 3 June 2019