



NW RFCA

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

Mrs Pamela Peers JP
Head of Human Resources

Gladstone House
Altcar Training Camp
Liverpool L38 8AF

Telephone: 0151 317 9504
Email: nw-hr@rfca.mod.uk

NW HR/Vacancies

Distribution
See below

4 June 2019

Royal
Naval
Reserve

VACANCY – FIXED TERM CONTRACT FOR 2 YEARS
DEPUTY HEAD OF FINANCE - NW RFCA – Part Time 25 hrs per week

Royal
Marines
Reserve

1. A vacancy has arisen for a new 2 year fixed term contract working on a part-time basis as a Deputy Head of Finance (DHF) (Grade D) working in the Headquarters of NW RFCA, Gladstone House, Altcar Training Camp, Hightown, Liverpool L38 8AF.

Army
Reserve

2. The position is a part time appointment working 25 hours per week. The working hours are 5 hours per day 0930 hrs -1430 hrs Monday - Friday (although the working hours are flexible and can be discussed at interview).

Royal
Auxiliary
Air Force

3. The Finance Department is made up of :

- 1 x Head of Finance (C2)
- 1 x Deputy Head of Finance (D) – Part time 25 hrs per week
- 1 x Admin Officer (E1)

Sea
Cadet
Corps

Army
Cadet
Force

4. The post holder will be required to cover for the Head of Finance for short periods of absence, and this may include travel by car or train or London or around the North West of England.

Air
Training
Corps

5. The pro-rata salary is £17,150 per annum. This is subject to any annual MOD pay rise. The successful applicant will be eligible to join a private pension scheme. There is a probationary period of 12 months, reported on monthly by the Head of Finance. We offer free secure car parking facilities together with the use of a free military gym. All NW RFCA staff are given the day off for their birthday.

Combined
Cadet
Force

6. The successful candidate will be entitled to 25 days annual leave (excluding Public Holidays) which increases to 30 days with 5 years' service. Prior employment with the Armed Forces or another Government Department will count towards qualifying years' service.

7. This appointment is classed as a "mobile grade" and it is expected that there will be a local relocation of the Association Headquarters within Altcar Training Camp within the next 15 months. The incumbent will be expected to relocate with the Association.

8. The offer of employment will be conditional to the following:
- Confirmation of the right to work in the UK
 - Completion of a medical assessment which may include a full medical examination by a qualified medical practitioner appointed and paid by the Association
 - Satisfactory references
 - Successful completion of the Baseline Personal Security Standards check and an Enhanced Disclosure check from the Disclosure and Barring Service (DBS)
9. The successful candidate will be required to have an Enhanced Disclosure check from the Disclosure and Barring Service (DBS) prior to appointment.
10. A job description and personal specification are attached to this vacancy notice.
11. If you wish to apply for this post, please send a covering letter of no more than two sides of A4 along with your CV. Please focus on the reasons for your application with reference to the headings in the Person Specification. Indicate, providing evidence, how your knowledge, skills, experience and personal attributes either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the main activities/ key tasks of the Job Description to:

Head of Human Resources (D – Finance)
NW RFCA
Gladstone House
Altcar Training Camp
Liverpool
L38 8AF

Telephone: 0151 317 9504
Email: nw-hr@rfca.mod.uk

12. The closing date for applications is **0900 hrs on Friday 28 June 2019**.
13. Interviews will be held at NW RFCA, Gladstone House, Altcar Training Camp, Liverpool L38 8AF on Wednesday 24 July 2019.

Original signed

Pamela Peers
Head of Human Resources
For Chief Executive

Distribution:

Internal:
All Association Staff – Heads of Department

External:
Council of RFCAs – PA to CE CRFCA
All RFCAs – for Chief Executives
Army HQ NW – for DCOS and SO2 Transition

HQ 11 Sig Bde / HQ 160 Inf Bde – for DCOS and SO2 Transition
Regular & Reserve Major Units in NW – for Adjts
NRCNE – for COS
ACF CEOs
NW ATC Wg OCs
SCC NW Area Office
Board Members

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