



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
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NW HR/Vacancies

Distribution

See below

2 September 2019

VACANCY – ADMINISTRATIVE OFFICER (ACCOUNTS PAYABLE) – INFRASTRUCTURE DEPT

1. A full time vacancy has arisen for a permanent Crown Servant position (Grade E1) Administrative Officer working at NW RFCA, Gladstone House, Altcar Training Camp, Hightown, Liverpool, L38 8AF.

2. This position is a full time appointment working 37 hours per week (Monday to Friday). The working hours are:

- Monday – Thursday: 0830 hrs -1630 hrs
- Friday: 0830 hrs -1600 hrs

3. The Infrastructure Department consists of the Head of Infrastructure (Grade C1), 1 x Infrastructure Resource Manager (Grade C2), 1 x Senior Surveyor (Grade C2), 1 x Surveyor (Grade D), 1 x Maintenance & Contracts Officer (Grade D), 1 x Tenancy and Lease Manager (Grade D), 3 x Admin Officers (Grade E1) and 1 x Industrial (Zone 2).

4. The salary is £19,911 per annum. This is subject to any annual MOD pay rise. The successful applicant will be eligible to join the CRFCA Pension Scheme which is a Career Average Revalued Earnings Scheme (CARE). As part of the package, we offer a generous annual leave allowance plus a day off for your birthday, free use of a military gym and free secure car parking facilities available at Gladstone House.

5. There is a probationary period of 12 months, reported on monthly by the Line Manager.

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. The successful candidate will be required to have an Enhanced Disclosure check from the Disclosure and Barring Service (DBS) prior to appointment.

Royal
Naval
Reserve

Royal
Marines
Reserve

Army
Reserve

Royal
Auxiliary
Air Force

Sea
Cadet
Corps

Army
Cadet
Force

Air
Training
Corps

Combined
Cadet
Force

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. A job description and personal specification are attached to this vacancy notice.

10. 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 Personal 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 (AO – infra)
NW RFCA
Gladstone House
Altcar Training Camp
Liverpool
L38 8AF

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

11. The closing date for applications is 0900 hrs on Wednesday 11 September 2019.

12. Interviews will be held at Gladstone House on 16 September 2019.

Original signed

Pamela Peers
Head of Human Resources
For Chief Executive

Distribution:

All NW RFCA staff