

RESERVE FORCES' AND CADETS' ASSOCIATION
FOR THE NORTH WEST OF ENGLAND AND ISLE OF MAN (NW RFCA)

JOB DESCRIPTION (JD)

Job Title: **Infra Admin Officer 1 (Infrastructure Accounts Payable)**
Department: Infrastructure
Grade: E1
Reporting to: Infrastructure Resource Manager (IRM) (Grade C2)
Countersigning: Head of Infrastructure (HOI) (Grade C1)

General

1. The Infra Admin Officer is a Crown Servant and a full-time civilian employee of the Reserve Forces' & Cadets' Association for the North West of England & Isle of Man (NW RFCA).
2. The Infra Admin Officer is responsible to the Infrastructure Resource Manager (IRM) for providing accounts payable and financial based clerical support focused on the delivery of an Accounts Payable service primarily to the Infrastructure Department of NW RFCA and also other Association business units through effective, responsive processing activity.
3. The Infrastructure team is made up of:
 - 1 x Head of Infrastructure (HOI) (Grade C1)
 - 1 x Infrastructure Resource Manager (IRM) (Grade C2)
 - 1 x Senior Building Surveyor (Grade C2)
 - 1 x Surveyor (Grade D)
 - 1 x Tenancy and Lease Manager (Grade D)
 - 1 x Maintenance and Contracts Officer (Grade D)
 - 3 x Admin Officers (Grade E1)
 - 1 x Logistic Assistant (Zone 2)
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4. The Admin Officer is contracted to work 37 hours per week, Monday – Thursday 08.30 hrs to 1630 hrs, Friday 0830 hrs to 1600 hrs.

Key Tasks and outputs

5. The duties will include the following tasks:
 - a. You will be Accounts Payable for all works and procurement invoices raised against the Association. You are responsible for checking and processing invoices, organising batch processes (with personnel appropriate to the type and value of the invoices) and passing completed batches to the Finance Department. You are to question/highlight inconsistencies and irregularities with personnel responsible for the invoice in the first instance and raise concerns through your line management as appropriate.
 - b. You are to maintain contact with and monitor compliance, issues, inconsistencies, criticisms and complaints surrounding the performance of

contractors and agents undertaking works activities and contracts for soft FM activities including waste management, grounds maintenance, window cleaning and contract cleaning for NW RFCA HQ and other Association owned properties not covered by central contracts. Any significant occurrences should be reported to the IRM.

- c. In liaison with the Maintenance & Contracts Officer, payment of all Statutory and Mandatory Inspection and Testing (SMIT) servicing contract invoices.
- d. Processing of payments of Non-Domestic Rates (NDR), rents, Council Tax etc.
- e. Working with the Senior Surveyor to carry out monthly Construction Industry Scheme (CIS) audits for return to HMRC.
- f. Attend Infrastructure Department meetings as directed and maintain an awareness of activities around the Volunteer and Cadet Estate ensuring that overspend is limited eg payments to SMIT contractors, utility companies and telecoms providers are ceased or suspended during major works or when sites/buildings are vacated.
- g. Any Additional duties as directed by your Line Manager in line with the grade of an E1.

Other Features

- 6. This job description should be discussed/read with the line manager at the time of receiving the annual Performance Development Report (PDR) and updated as necessary.
- 7. This job description may be reviewed in the light of changes during the period of appointment and on change of incumbent.

Signature of Employee

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Date

E1 Grade

Signature of Line Manager

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Date

C2 Grade

21 August 2019

PERSON SPECIFICATION – INFRA ADMIN OFFICER 1 (INFRASTRUCTURE ACCOUNTS PAYABLE)

Serial	Competence	Essential	Desirable	Evaluation*
1.	Advanced skills in the use of MS Office package	✓		A, P
2.	Excellent MS Excel skills including pivot tables	✓		A, P
3.	Experience of working in an accounts clerk position or similar	✓		A, I, P
4.	Experience of dealing with supplier/customer enquiries	✓		A, I
5.	Has the ability to work on own initiative with minimal supervision	✓		A, I
6.	Able to communicate well on the telephone	✓		A, I
7.	High level of attention to detail and accuracy	✓		A, I, P
8.	Filing and archiving	✓		A, I
9.	General administration duties	✓		A, I
10.	Experience of processing invoices	✓		A, I
11.	Currently in an accounts payable role		✓	A, I
12.	Experience of Inputting invoices and making payments on a large scale		✓	A, I
13.	Experience of financial batching		✓	A, I

* A = Application; I = Interview; P = Practical evaluation

Personal Qualities:

- Ability to prioritise tasks and time manage effectively
- 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

Date: 21 Aug 19