

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

**JOB DESCRIPTION
FINANCE OFFICER**

Job Title:	Finance Officer (FO)
Grade:	Executive Officer (EO)
Department:	Finance
Line Manager:	Head of Finance (Hd Fin) – Higher Executive Officer
Countersigning Officer:	Chief Executive (CE) NW RFCA (Grade 6)

GENERAL

1. The Finance Officer (FO) 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 FO is responsible to the Head of Finance (Hd Fin), who is the line manager. The Countersigning Officer is the Chief Executive (CE).
3. The Finance team is made up of the following staff:
 - 1 x Head of Finance (Hd Fin) (Higher Executive Officer)
 - **1 x Finance Officer (FO) (Executive Officer)**
 - 1 x Finance Administrative Officer (FAO) (Administrative Officer)
4. The FO line manages the:
 - 1 x Finance Administrative Officer (FAO) (Administrative Officer).
5. This position is a full-time appointment working 37 hours per week (Monday – Friday). It will require the candidate to work irregularly outside core working hours as agreed and directed by the Hd Fin. This may include the odd Saturday/Sunday especially at peak times. Any hours worked over 37 hours per week that have been appropriately agreed with the CE, will be recompensed by payment of overtime, or as TOIL.
6. The core working hours are:
 - Monday – Thursday: 0830hrs – 1630hrs
 - Friday: 0830hrs -1600hrs
7. The FO will be expected, occasionally, to drive to client appointments within the NW RFCA area of responsibility (Cumbria, Lancashire, Manchester, Merseyside, and Cheshire) using a company pool car provided by the Association. There may be the requirement to travel to London (usually by train), the Isle of Man (by air) or other association locations. The FO should live within reasonable commuting distance of Altcar Training Camp.
8. This appointment is classed as a “mobile grade” and the incumbent will be expected to relocate with the organization – or wider if required, in the best interest of the Association.

PRINCIPAL AREAS OF ACCOUNTABILITY, TASKS & RESPONSIBILITIES

General

9. The FO must have worked in a Finance Department dealing with general accounting procedures as the post will understudy the Hd Fin and must be prepared to attend meetings (internal: NW RFCA Board/NW RFCA Finance Advisory Board & external: CRFCA Finance Review Meeting) as required.

10. In addition, the post holder will be expected to be IT literate (Microsoft Office) 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 – the day to day IT system.

11. The FO must undertake any other duties commensurate with the grade and competencies of the FO post directed by the Hd Fin or CE.

Finance Duties

12. Assist the Hd of Fin in providing an efficient and effective financial and administrative support service to NW RFCA. The FO is responsible for delegated duties within the Finance Office and providing assistance over a wide range of accounting activities.

13. 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.

14. Maintain and reconcile the Symphony (finance management package) nominal ledgers in a timely and accurate manner.

15. Assist the Hd Fin in the preparation of management and budgetary information and financial reports and returns.

16. The FO will carry out their duties in accordance with the timetable of the department and Council.

17. The FO will communicate with all third parties to ensure their tasks are complete and identify any problems.

18. The FO will 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. Once verified and the FAO has completed their part of the payment run the FO will authorise the BACS / Faster payment files in Lloyds Bank.

19. The FO will perform monthly balance sheet reconciliations as per Councils given timetable these will include

- Payroll controls i.e. Inland Revenue, Pensions and Student Loans
- Aged Creditors
- Aged Debtors liaising with the AV team on debt collection
- Manual creditors and debtors

20. The FO will ensure costs are attributed to correct nominal codes and are reviewed regularly. Whenever necessary arrange for journals or correction payments to take place to correct the error.

21. The FO will service the SYMPHONY database extracting and manipulating data through Excel or Access as required by the HoF for reports and returns.
22. The FO will 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. The FO will monitor requests for and receipt of funding to ensure adequate cash flow to meet business needs.
24. The FO will assist the Hd Fin with the provision of periodic and year-end reports to external departments and agencies. Producing end of month and end of year reports as directed by the HoF.
25. The FO will assist the Hd Fin with the preparation of year-end audit and assist with the final year-end account and post opening balances.
26. Work collaboratively to support other employees within the Association in general delivering administrative support.
27. The FO will carry out the day to day administrative duties of the NW RFCA charitable funds. These duties will include:
 - Liaison with the Charity Commission, Trustees and the general public, on an as and when basis
 - Arrangement of the yearly charitable fund meetings, compiling the requests for funding, approvals and minutes of the meetings
 - Responsible for monitoring the completion of the successful requests
 - Production of any documents needed either in Excel or Word
 - Liaison with Investment Brokers for up to date investment advice and to arrange attendance to the yearly charitable fund meetings
28. Utilising the Cascade computer system to process payroll and all HMRC/IOM Govt related returns.
29. Work collaboratively to support other employees within NW RFCA in general delivering administrative support. Ensure new employees are conversant with various forms – i.e. Travel Expense forms through delivery of finance induction briefs.
30. Deputise and carry out the critical finance function for the Hd Fin in their absence due to holiday/sickness.

OTHER REQUIREMENTS

Line Manager

31. As Line Manager: Undertake responsibilities in accordance with RFCA Staff Regulations 2019, and for their annual Performance and Development Report (PDR), using the online RFCA HR system Cascade including:
 - Undertaking monthly probation reports
 - Undertaking Performance & Development Reports (PDR) at the beginning, mid, and end of year
 - Monitoring the sickness/absences
 - Authorising leave on Cascade

- Undertaking any disciplinary actions
- Delegation and monitoring of work

Security Clearance

32. The FO will be required to undergo Security Clearance (SC) and undertake an Enhanced Disclosure and Barring Service (DBS) check.

Health & Safety

33. Understand the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant Regulations and Codes of Practice

Security

34. Comply with the Security Operating Procedures (SyOps) for the use of the (NW RFCA) Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT Systems.

Data Protection

35. The FO will comply to all current GDPR legislation with guidance from the post.

Personal Development Review

36. The FO will have their performance reviewed twice a year by their Line Manager who will be the 1RO for their annual Performance Development Reports (PDRs). The job description should be discussed/read with the line manager at each annual Performance Development Report (PDR) Review and updated as necessary. This job description may be reviewed in the light of changes during the period of appointment and on change of incumbent.

Training

37. The FO will undertake and complete compulsory training courses that the Association will pay for, for example induction training. All training that forms part of the PDR process is to be undertaken and completed, where possible (unless the course is over a number of years) within that reporting period.

PERSONAL ATTRIBUTES AND RESPONSIBILITIES

38. The FO should have good communication skills written and verbally, a working knowledge of finance, be able to multi task and be a team player.

PERSON SPECIFICATION – FINANCE OFFICER

Serial	Competence	Essential	Desirable	Evaluation	Comments
1	Must have had at least 5 years extensive Finance experience	√		AF/I	
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	
3	Self-Starter, highly organized and a team player with the ability to work effectively without supervision	√		AF/I	
4	Must be qualified to at least AAT or qualified by experience	√		AF/I	
5	Must be able to recognise the importance of accuracy and timeliness in the production of financial information	√		AF/I	
6	Experience of Budget Monitoring		√	AF/I	
7	Have knowledge of payroll		√	AF/I	
8	Experience of Auditing either public or non-public accounts		√	AF/I	
9	Must have the ability to work under a tight deadline under pressure	√		AF/I	
10	Experience of working in a small team within an open plan environment		√	AF/I	

AF- Application Form, I – Interview

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 and have the ability to work effectively without supervision. Excellent team-working ability
- Keen to advance individual skills and personal development

Employee Name:

Signature: _____

Date: _____

Line Manager:

Signature: _____

Date: _____

Dated: 18 July 2022