



# NW RFCA

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

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See Distribution

01 August 2022

## VACANCY NOTICE – FINANCE OFFICER D GRADE

1. We have a full time vacancy with an immediate start as a Finance Officer (FO) (Executive Officer - D) as part of the Finance Team with The Reserve Forces' and Cadets' Association for the North West of England and the Isle of Man (NW RFCA). This is a permanent position based at NW RFCA, Alt House, Altcar Training Camp, Hightown, Liverpool, L38 7JD.

### Background

2. The Reserve Forces' and Cadets' Associations (RFCAs) are central government bodies with Crown status, each with their own schemes of association, drawn up in accordance with Defence Council regulations, under the Reserve Forces Act 1996 (RFA 96). The RFCAs are arm's-length bodies (ALB) of the Ministry of Defence (MOD). Additionally, a Council of RFCAs (CRFCA), constituted by the 13 individual RFCAs provides central coordination and the corporate focus to enable the Associations to fulfil the requirements of their customers, within resources. The CRFCA gives advice and assistance to the Defence Council and to the Royal Navy, the Army and the Royal Air Force on matters that concern Reserve Forces and Cadets.

3. A Review of the RFCAs was launched in January 2019 by the MOD in accordance with the Cabinet Office guidance on tailored Reviews of ALBs that are classified as Non-Departmental Public Bodies (NDPB), Executive Agencies (EA) or Non-Ministerial Departments (NMD). The Review concluded that the CRFCA and 13 RFCA ALBs should be regularised into a Single Executive Non-Departmental Public Body. The work to implement this recommendation is on-going. The report may be found at: <https://www.gov.uk/government/publications/review-of-the-reserve-forces-cadets-associations-2019>

4. NW RFCA works under 3 pillars of outputs: Cadets & Youth, Infrastructure, and Engagement. The Deputy Chief Executive as a Senior Executive Officer (C1 Grade), is a member of the NW RFCA Senior Management Team (SMT) and is line managed by the Chief Executive (CE) (Band 6). The association has currently 104 employees ranging from Band 6 to Skill Zone 2 grade.

### Conditions

5. This position is a full-time appointment working 37 hours per week (Monday – Friday). It will require the candidate to work outside core working hours to attend meeting as agreed with the Head of Finance.

6. The core working hours (with flexibility to commence before or after stated hours) are:

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

7. The salary offered is £26,350 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). Holiday entitlement is 25 days (plus Public Holidays (PH)) per year (1 April – 31 March) or 30 days (plus PH) if 5 years prior service with HM Forces or another Government Department.

8. The post holder should ideally live within one hour travelling distance (in peak time) of Alt House (NW RFCA).

9. In exchange for your experience, we offer a hybrid working pattern (once probation (of between 6-12 months) has been completed), free car parking, access to a gym and a day off for your birthday.

10. The Job Description including Personal Specification (as at 18 July 2022) is attached /enclosed to this vacancy notice.

### **Timelines**

11. The closing date for applications is 1200hrs on 12 August 2022, with interviews being held at Alt House on 24 August 2022.

12. NW RFCA reserve the right to close this advertisement early if we receive a sufficient number of suitable applications.

*Original signed*

Charlotte O'Brien

Business Manager  
For Chief Executive

Enclosure:

1. Job Description and Personal Specification dated 18 July 2022.

Distribution:

External:

Army HQ NW – for DCOS and SO2 Transition  
HQ 4 Inf Bde / HQ 11 Sig Bde / HQ 160 Inf Bde – for DCOS and SO2 Transition  
Regular & Reserve Major Units in NW – for Audits  
NRCNE – for COS  
ACF CEOs  
NW ATC Wg OCs  
SCC NW Area Office

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