



# NW RFCA

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

**Mr Gavin Jones**  
**Business Manager**

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Altcar Training Camp  
Hightown  
Liverpool L38 7JD

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NW HR/Vacancies/Finance\_Officer

18 July 2025

*See Distribution*

## VACANCY – PART TIME FINANCE OFFICER

1. A part time vacancy has arisen for permanent Crown Servant positions (EO/D) **Finance Officer**, based at Alt House, Altcar Training Camp, Hightown, L38 7JD.

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). The Council of RFCAs (CRFCA) constituted by the 13 individual RFCAs provides central coordination and 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. The position is a part-time appointment working 22.5 hours per week (Monday – Friday). It may require the successful candidate to routinely work outside core working hours and also, the occasional weekends/Public Holiday as directed/agreed by the Line Manager. TOIL and/or exceptionally, overtime will be paid. The core hours of work are:

- a. Monday to Thursday - 0830hrs – 1630hrs
- b. Friday - 0830hrs -1600hrs

4. The Finance Department comprises the following personnel:

- a. 1 x Head of Finance (HEO/C2)
- b. 1 x Part Time Finance Officer (EO/D)
- c. 1 x Finance Assistant (AO/E1)

5. The FO must have worked in a Finance Department dealing with both financial and management accounts 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.

6. In addition, the post holder will be expected to be IT literate (Microsoft Office) on appointment and within six months have a detailed knowledge of the Association's principal Management Information System (Symphony), the pay role system (Cascade) and be able to efficiently use the PH2 (RFCA) network – the day to day IT system.

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

Royal  
Naval  
Reserve

Royal  
Marines  
Reserve

Army  
Reserve

Royal  
Auxiliary  
Air Force

Sea  
Cadets

Army  
Cadet  
Force

RAF  
Air  
Cadets

Combined  
Cadet  
Force

8. The Finance Officer will be expected to deputise for the Head of Finance as required.
9. This appointment is classed as a “mobile grade”. The incumbents will be expected to relocate with the organisation – or wider if required if in the best interest of the Association.
10. The successful applicants will be required to travel UK wide and occasional air, and train travel can be expected. Applicants must have a valid driving licence in order to self-drive. A pool car will be available for the successful applicants to use for business travel.
11. The position offers free car parking, the use of a free Military gym available at Altcar Training Camp and the day off for your birthday.
12. The pro-rata salary is £17,988 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)
13. The successful candidates will be entitled to 16 days pro-rated annual leave (excluding Public Holidays). Those with 5 years’ prior service with HM Forces/OGD will start with 19 days’ entitlement.
14. The offer of employment will be conditional to the following:
  - a. Confirmation of the right to work in the UK
  - b. Completion of a medical assessment which may include a full medical examination by a qualified medical practitioner appointed and paid by the Association
  - c. Satisfactory references (one will be your current employer)
  - d. Successful completion of a Security Check (SC) vetting and Disclosure Barring Service check (DBS)
15. There is a six month probationary period which will be reported on monthly by the Head of Finance as Line Manager
16. The job description is attached to this vacancy notice.
17. If you wish to apply for this post, you should send a covering letter of no more than two sides of A4 along with a 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. Please send to:

HR Assistant (Finance Officer)  
NW RFCA  
Alt House  
Altcar Training Camp  
Liverpool L38 7JD

Telephone: 0151 318 3328  
Email: [nw-hrasst@rfca.mod.uk](mailto:nw-hrasst@rfca.mod.uk)

18. The closing date for applications is **1630 hrs on Friday 1 August 2025**. Please note NW RFCA reserve the right to close the application period at any time before the closing date.
19. Interviews will be held week commencing **Monday 11 August 2025**.

*[Original signed]*

Gavin Jones  
**Business Manager**  
For Chief Executive

Distribution:

Internal:

All Association Staff

External:

All RFCAs –for Office Managers  
HQ North West – DCOS  
Regular and Reserve Units in the NW – For Adjutants  
NRCNE – for COS  
ACF CEOs  
NW ATC Wg OCs  
SCC NW Area Office  
Board Members  
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