

WESSEX RESERVE FORCES AND CADETS ASSOCIATION

JOB DESCRIPTION – FINANCE OFFICER

Job Title: Finance Officer
Department: Finance
Rank/Grade: C1
Reporting To: Chief Executive

1. **Departmental Management**

- a. Liaison with outside agencies on matters within their remit.
- b. Liaison with ACF Cadet Executive Officers.
- c. Management of departmental staff in accordance with RFCA Staff Regulations. Liaison with Deputy Chief Executive on all personnel matters.

2. **Financial**

- a. Financial Planning (Short and Long Term).
- b. In-year management of the Association's budget, including investments.
- c. Preparation of the Association budgetary information for inclusion in the STP process.
- d. Initiation and implementation of efficiency measures.
- e. Commercial Accounting procedures and preparation of the Association's accounts for audit.
- f. Supervision of the Association's computerised accounts system.
- g. Preparation of Financial Statements for Association meetings.
- h. Focal point between the Association and CRFCA on all Finance and associated matters.
- i. Check and authorise payment of all invoices relating to expenditure from various Association budgets.

3. **Salaries and Superannuation**

- a. Supervision of all salary and superannuation matters.
- b. Check and authorisation of all payments and returns to Inland Revenue.
- c. Check and authorisation of all payments and returns to CRFCA.

4. **Miscellaneous**

- a. Secretary to Finance Committee.
- b. Attend Regional and Executive (General Purpose and Finance) committees as required.
- c. Invoice caretakers for monthly heating and lighting contributions.
- d. Financial focus for the Association's Information Technology (IT) policy.

- e. Control and supervision of all matters relating to the Construction Industry Scheme.
- f. Inspection of Non-Public Funds in Army Cadet Forces.
- g. Review of all Army Forms N1514 submitted by County Army Cadet Forces Headquarters.
- h. Assistance to Deputy Chief Executive in all matters related to Association business.
- i. President or member of Audit Boards as required.
- j. Any other duties as directed by Chief Executive as your grade could be expected to perform.

5. **Budgetary**

- a. Supervision of budgets allocated to other Headquarters and Army Cadet Force personnel.
- b. Advise Territorial Army units on control of budgets allocated by Wessex RFCA.

6. **HR**

- a. To provide advice and support to the Chief Executive and Deputy Chief Executive on all aspects of HR related areas of employer/employee relationships and to ensure all job descriptions are regularly reviewed and kept current.
- b. Be conversant with the key principles of employment law.
- c. Monitor and implement changes to employment legislation as directed by the Council of Reserve Forces' and Cadets' Associations, in particular its implications on employee relations, including trade union representation, consultation and negotiation, and ACAS processes.
- d. Oversee all salary and bonus payment procedures in accordance RFCA Staff Regulations 2010.
- e. Understand the role and procedures of employment tribunals.
- f. Be aware of the provisions of the Data Protection and Freedom of Information Legislation with respect to all HR matters.
- g. Manage recruitment of all staff and organise the appropriate selection panels.
- h. Advise line managers on RFCA regulations and manage leave entitlement, sickness absences, disciplinary and grievance processes.
- i. Implement the RFCA Performance and Development Reporting System.

7. **Authority**

Executive within Departmental mandate.

8. **Limitations**

Draft policy for areas within remit for approval by Chief Executive.

9. **Essential Qualifications**

- a. Military or civilian qualifications in Accountancy.
- b. Budget management.
- c. Must be able to drive.

10. **Desirable Experience**

- a. Knowledge of Government Accounting Principles.
- b. Military experience with Adjutant General's Corps (Staff & Personnel Services), or Civil Service with Ministry of Defence departments or Service Headquarters.