
JOB DESCRIPTION (as at December 21)

Post: Head of Finance and HR

Department: Finance

Grade: C1

Reporting To: Chief Executive

MAIN RESPONSIBILITIES AND DUTIES

To oversee all aspects of Finance and HR for the Association ensuring adherence to policies, regulations and directives and management of the Finance Executive Officer.

1. Financial

- a. Financial Planning (Short and Long Term) and overall financial management
- b. Budget monitoring and month end processes for the Association liaising with Heads of Department as required
- c. Requisitioning of funds from Council of Reserve Forces' and Cadets' Association (CRFCA) and the planning and control of cash flow and investments
- d. Preparation of budgetary information for the annual budget bids to funders
- e. Initiation and implementation of savings and efficiency measures
- f. Production of financial returns for submission to the CRFCA and other stakeholders including the annual statutory accounts
- g. Management of the external audit for the Association
- h. Preparation of financial reports for Association meetings
- i. Focal point between the Association and CRFCA on all Finance and associated matters
- j. Supervision and monthly audit of payroll
- k. Check and authorise payments and returns
- l. Report to the Association Finance Committee, and CRFCA finance meetings, both on a quarterly basis
- m. Attend other regional committees (e.g. Estates) as required

- n. Control and supervision of all matters relating to the Construction Industry Scheme
- o. Auditing of the Army Cadet Force County Public funds and ensure the audit of private funds
- p. President or member of audit boards as required
- q. Check and authorise expenses claims as required
- r. Continuously improving financial processes and procedures
- s. Manage Resource Manager delegations
- t. Preparation of management and statutory accounts for a number of small charities and trusts
- u. Any other duties as directed by Chief Executive as your grade could be expected to perform.

2. HR

- a. To provide advice and support to the Chief Executive and Deputy Chief Executive on all aspects of HR
- b. Work with line managers to ensure all job descriptions are regularly reviewed and kept current
- c. Be conversant with the key principles of employment law and understand the roles and procedures of employment tribunals
- d. Monitor and implement changes to employment legislation as directed by CRFCA, and in particular its implications on employee relations, including trade union representation, consultation and negotiation, and ACAS processes
- e. Oversee all salary payment procedures in accordance with RFCA Staff Regulations
- f. Ensure compliance with the provisions of GDPR with respect to all HR matters
- g. Manage the recruitment and selection process for all staff
- h. Advise line managers on RFCA staff regulations and provide support where required
- i. Manage leave entitlement, sickness absences, disciplinary and grievance processes and the Performance and Development Reporting process.
- j. Principal point of contact for HR Consultant
- k. Ensure proper use and administration of the HR and Payroll system
- l. Report to HR committee.

WESSEX RFCA

PERSON SPECIFICATION – HEAD OF FINANCE AND HR

Criteria	Standard	Requirement	Measured By
Work Experience	Military experience	D	Application
	Public or third sector experience	D	Application
	Sales/Purchase Ledger	E	Application
	Preparation of annual accounts	E	Application
	Payroll	E	Application/Interview
	Dealing with HR issues	E	Application/Interview
	Budget monitoring and setting	E	Application
	Internal audit	D	Application
	Cash flow management	E	Application
	Ability to use Microsoft Word and Excel to a high standard	E	Application/Interview
	Ability to communicate clearly in writing and orally	E	Application/Interview
	Excellent organisational skills	E	Application/Interview
	Ability to produce accurate work to tight deadlines under pressure	E	Application/Interview
Qualifications	Minimum Part Qualified Accountant or equivalent	E	Application
	HR Qualification	D	Application
	Full clean driving license	E	Application
Attitude	Positive individual, who recognises the importance of accuracy and timeliness in the production of financial information	E	Interview
	Sound judgement	E	Interview
	Honest and reliable	E	Interview
	A Self-motivated, positive and highly organised individual, with a flexible approach to work	E	Interview

Key *

Requirement:	E = Essential. D = Desirable.
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