

WESSEX RESERVE FORCES' AND CADETS' ASSOCIATIONS JOB DESCRIPTION – HEAD OF FINANCE AND BUSINESS SUPPORT

Background

1. 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 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.

Job Description

2. Appointment details.

- a. **Job title:** Head of Finance and Business Service Support
- b. **Job grade:** C2 (HEO)
- c. **Reports to:** Deputy Chief Executive
- d. **Location:** Mount House, Mount Street, Taunton, TA1 3QE

General Description of the Role

3. The efficient workings of all matters Business Service Support and provide support to all Wessex Reserve Forces' and Cadets' Association (RFCA) Personnel and departments, ensuring adherence to policies, regulations and directives.

4. Principal Areas of Accountability, Tasks and Duties

a. Leadership and management

- Carry out line management duties of EO Finance and EO BSS ensuring that staff effectively meet their objectives and achieve their professional goals.
- Ensure direct reports are compliant with mandatory training requirements appropriate to their role, including continuous professional development.
- Demonstrate a personal commitment to the aims and objectives of the RFCA.

b. Communication/Engagement and Stakeholder Management.

- Act as point of contact for all aspects of Finance and Business Support, proactively addressing internal and external stakeholders' concerns and issues, to ensure financial goals are met.
- Develop and maintain open, honest and collaborative working relationships with staff, CRFCA and customers.
- Ensure compliance with CRFCA and RFCA corporate approaches.
- Communicating financial information clearly to non-financial stakeholders

c. Financial Management

- Budget Planning and Forecasting
 - Developing and maintaining accurate budget plans.
 - Forecasting future financial needs and ensuring resources are allocated efficiently.

- Financial reporting
 - Production of financial returns for submission to the CRFCA and other stakeholders including the annual statutory accounts.
 - Analysing financial performance and identifying variances from the budget
 - Preparation of financial reports for Association meetings.
- Expenditure Control
 - Monitoring and controlling expenditure to ensure it aligns with the approved budget.
 - Implementing cost-saving measures and identifying areas for financial improvement.
- Funding Management.
 - Managing funding from various sources and ensuring it is utilised appropriately.
 - Preparation of EOY accounts and management of the external audit for the Association.
 - Continuously improving financial processes and procedures
 - Manage Resource Manager delegations.
- Risk Management
 - Identifying financial risks and implementing strategies to mitigate them.
 - Ensuring the financial stability and sustainability of the association

d. Business Support

- Act as the Associations Deputy Data Protection Adviser, supporting the DCE.
- Coordinate the response to SARs/FOI requests
- Assist the DCE in maintaining the Risk Register and ensure risk procedures are in place, and understood by the Functional Committee Chair. Act as Secretary to the Association Risk Management Board
- The coordination and secretary for the annual In-Year Awards Bonus Panel
- Deputise for the Deputy Chief Executive in periods of absence.

5. **Staff Management Responsibilities.** Line management of the Finance EO and Business Support EO

6. **Budgetary Responsibilities.** Responsible for the management of the Wessex RFCA budget, across all areas of work.

Success Profile

7. **Technical Skills and Qualifications.**

a. **Essential.**

- Line Management
- Ability to communicate clearly in writing and orally
- Excellent organisational and planning skills
- Ability to produce accurate work to tight deadlines under pressure
- Budget monitoring and setting.
- Cash flow management.

b. **Desirable.**

- Internal audit.

8. **Experience.**

a. **Essential.**

- Previous line management experience.
- Financial and forecasting analysis.
- Enterprise Resource Planning.

b. **Desirable.**

- Previous Civil Service or Defence Finance Experience.
- Understanding of MOD specific financial procurement processes and contract financial management; frameworks
- Knowledge of public sector finance.

9. **Behaviours** ([Success Profiles - Civil Service Behaviours](#)).

- Collaborating & Partnering
- Managing a quality service
- Communicating and influencing
- Changing and improving
- Delivering at pace

10. **Additional Requirements**

The job holder is required to comply with the RFCAs' Code of Conduct and to avoid any conduct which discriminates against colleagues, potential employees or contractors on the grounds of any protected characteristics, as identified by the Equality Act 2010.

The job holder will be required to undergo BPSS as a minimum.

The job holder may be requested to undertake additional or other activities of a similar nature to those within this job description, which fall within the capabilities and which are commensurate with the grade.