

**WEST MIDLANDS RESERVE FORCES' AND CADETS'
ASSOCIATION
JOB DESCRIPTION**

Job Title: Finance Assistant 2

Pay Band: E1

Post Holder:

Department: WM RFCA -Tennal Grange

Line Manager: Finance Assistant 1

1. General Description.

Responsible to the Head of Finance and Finance Assistant 1 for delegated duties within the Finance Office and providing assistance over a wide range of accounting activities.

2. Detailed Responsibilities.

- a) Responsibility for maintenance and control of the Sales Ledger within the Symphony MIS including, the issuing of invoices whenever necessary, the processing of receipts and assisting the Heads of Departments by carrying out regular credit control reviews, including chasing up late payers. Liaison with the Alternative Venues lead matching sales receipts to invoices.
- b) Maintenance and control of rent records including assisting the Head of Finance in preparation and budget control over rent payments. Liaison with Estates Department regarding the financial aspects of leases and recording on the LMS module on symphony.
- c) Assist in the preparation of daily bank reconciliations.
- d) Maintenance of the NDR module on Symphony. Preparation of NDR payments and processing of invoices. Maintain the NDR and Cadet Welfare prepayment cycle reversing monthly. Tracking and reconciliation of property valuation reviews and corresponding refunds.
- e) Perform the function of JPA Admin, Career Manager, Recruitment and Terminations Officer roles for the ACF CFAV on behalf of the four County Headquarters. Process new arrival recruitment, promotions, commissioning and terminations. Act as the conduit for the ACF in uploading CFAV attendance based pay to JPA. Act as first line support to ACF County staff and resolve queries.
- f) Control and reconciliation of the petty cash system.

- g) Processing of inward purchase ledger invoices and batches for final preparation and payment including; posting of cheques to suppliers and BACS transmission through Lloyds Commercial Banking Online portal.
- h) Assist in the monthly audit of Army Cadet Force Consolidated Grant submissions under the direction of the Head of Finance.
- i) Input monthly and periodic energy readings from sites and suppliers utilising the Symphony Energy module.

3. Providing assistance to the Finance Officer with:

- a) Preparing monthly and year end reports involving accounts, insurances, sub-letting of Assets etc. Hard close and annual statutory audit processes.
- b) Carry out financial processes for ad-hoc and special projects.
- c) Vote management of all public funds, including the daily cash flow and Investments, ensuring conformity with MOD constraints.
- d) Work collaboratively to support other employees within the Association in general delivering administrative support.
- e) Monthly reconciliation of the Deposit Account and interest received.
- f) Deputise for Finance Assistant 1 in their absence due to leave or sickness.

Person specification – Finance Assistant 1

Serial	Competence	Essential	Desirable
1	Able to clearly demonstrate on CV that you have 2 years developed experience as an Accounts Payable Clerk or, similar finance related post.	√	
2	Experience of using Microsoft Office, especially Word and	√	

	Excel but with the ability to learn and use bespoke Accounting General Ledger Systems		
3	Self-Starter, highly organized and a team player with the ability to work effectively without supervision.	√	
4	Have a knowledge of payroll	√	
5	Must be qualified to at least AAT or working towards comparable qualification.		√
6	Must be able to recognise the importance of accuracy and timeliness in the production of financial information.	√	
7	Experience of Budget Monitoring.		√
8	Experience of Auditing either public or non-public accounts.		√
9	Must have the ability to work within a tight deadline.	√	
10	Experience of working in a small team within an open plan environment.		√

Personal Qualities:

- Ability to prioritise tasks and time manage effectively with recognition of the unique status of the Association.
- Demonstrate a methodical approach to administration and attention to detail.
- A self-starter with flexibility and adaptability. Excellent team-working ability.