



RFCA

for Yorkshire and The Humber
Reserve Forces' & Cadets' Association

JOB DESCRIPTION

Post: Finance Officer
Department: Finance
Line Manager: Head of Finance
Grade: D

General

1. The Finance Officer works within the Finance Office of the Reserve Forces' and Cadets' Association (RFCA) under the direction of the Head of Finance (H of F).

Tasks

2. Assisting the H of F with the processing of accounting system month and year-end routines, including the completion of the following:

- a. FAB financial reporting.
- b. Accruals and prepayments.
- c. Outturn forecasting.
- d. Balance sheet reconciliation including sales and purchase ledger review and correction.

3. Checking of all authorised purchase invoices and posting them to the Purchase Ledger. Setting up weekly payments of invoices and entering them onto the Purchase Ledger. Subsequent transfer of all transactions to the Nominal Ledger.

4. Creating Journals for cheques on SYMPHONY on the day of receipt. Preparing cheques and/or cash for banking. Reconciling petty cash, weekly, and posting to relevant journals. Conducting weekly bank reconciliation on SYMPHONY, as directed by the H of F.

5. Inputting invoices and receipts to the Sales Ledger and ensuring sales invoices are sent with the respective leases or hiring letters. Produce end of month balances and keep respective Heads of Department aware of all overdue accounts. Update the subletting records and monitor payments and receipts, checking details against hiring's database.

6. Supporting the H of F in monitoring project and works order expenditure providing updates to relevant staff as directed.

7. Maintaining the payment of rents and lettings in the Purchase Ledger on a monthly basis, ensuring that all rents are paid on time.

8. Preparing, processing and maintaining the payroll using Sage Line 50, including the following tasks:

- a. Monthly and annual HMRC and DSS returns and payments.
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- b. Tax Code and Bank account changes, overtime claims and distribution of pay slips.
 - c. Inputting new employees and leavers on the RFCA Payroll and HMRC website.
 - d. Annual completion of company car details (P11Ds) via the HMRC website.
 - e. Transfer of SAGE payroll figures onto Symphony
9. Administering pension plans and liaising with the Council of RFCAs, including the following tasks:
- a. Notification of new employee and leavers.
 - b. Checking all pay rates on the annual submission of pension and AVC returns.
10. Auditing of all ACF and ARC expenditure from RGI grants, ensuring proof of purchases are received. Supporting the H of F in auditing ACF counties, units and detachments accounts, including the completion of bank reconciliations, debtors and creditors and corresponding vouchers or receipts.
11. Scrutinise all bills/claims (including travel claims) prior to payment, giving financial approval
12. Carrying out the end of month RGI debtor and creditor analysis and calculation of RGI grants to units.
13. Completing monthly transparency return of amounts paid to suppliers or contractors over £25,000.
14. Supporting the H of F in budget setting, updating budgets and reconciling spend. This process includes the loading and maintenance of resource manager budgets.
15. General and finance voucher filing and maintaining the archives.
16. Covering for the H of F, as directed, during their absences including bank reconciliations and payments to suppliers.
17. Provide advice on pay and pension issues within limits, with employees being advised to seek independent financial advice where appropriate.
18. Dealing with any other matters affecting finance as required by the H of F and additional RFCA duties as may be required, consistent with the Finance Officer's grade.

Health and Safety

19. To be aware of and comply at all times, with the terms of the Association Health and Safety Policy Statement, which is posted on all staff notice boards throughout the Association's sites.

Administrative

20. In addition to the above, the post holder may be required to undertake other duties as directed by the CE or H of F, commensurate to the grade.
21. The RFCA Chief Executive may also review the Job Description in the light of significant changes in responsibility, plus at each change of incumbent.