



JOB DESCRIPTION

Post: Head of Finance
Department: Finance
Line Manager: Chief Executive
Grade: C2

General

1. Financial control of all aspects of the Association, in adherence to the policies, regulations and directives from the Chief Executive, Association's Management Board, Stakeholders, MOD and Treasury. Comply with relevant statutory requirements.

Duties

2. Responsible for accounting, banking, investment and insurance.
3. Exercise of overall financial management.
4. Requisitioning of funds from Council of Reserve Forces' and Cadets' Association (CRFCA) and the planning and control of cash flow and investments.
5. Co-ordination and submission of financial evaluation of annual / bi annual estimates, setting budgets for the Association Heads of Departments and ensure they exercise budgetary control assisting them by providing management information. Where appropriate, provide ad hoc reports or information as requested/required.
6. Production of annual financial returns (income and expenditure accounts and balance sheets) for audit and submission to External Auditors, CRFCA and Stakeholders.

7. Maintain a continuous review of Reserve Forces' and Cadets' Association (RFCA) accounting procedures and internal audits including supervision of Regionally Generated Income (RGI) activities.
8. Monitor expenditure of all grants and allocations and advise Heads of Departments (HoDs) accordingly ensuring cost forecasts correspond to expenditure.
9. Audit the monthly payroll on SAGE, ensuring all payments are reflected correctly on Symphony.
10. Provide advice on pay and pension issues within limits, with employees being advised to seek independent financial advice where appropriate.
11. Auditing weekly payments of invoices and subsequent transfers to the Cash Book and Nominal Ledger.
12. Advise the CE and Resource Managers on all financial matters, ensuring that they are made aware of any matters pertinent to their procurement and/or use of funds. The Head of Finance will:
 - a. Draft and sign, on behalf of the CE, correspondence on finance management with the Ministry of Defence, the CRFCAs, and Reserve and Cadet units as agreed by the CE.
 - b. Control and monitor the expenditure of funds in conjunction with Resource Managers.
13. Financial management of all Association bank accounts and investments.

Budget Planning

14. Complete the ABC Planning/business case, in accordance with instructions, in a timely manner.
15. Advise the CE on the implementation of the annual financial plan as part of the Management Plan and Business Case.

In-Year Management

16. Conduct audit of all bills and claims prior to final payment
17. Present all drafts for payment of bills to the CE or Deputy Chief Executive (DCE) for final signature after authorisation from Resource Managers, ensuring that the limits set by the CE's delegated authority are adhered to and that a correct audit trail is identified.
18. Processing of accounting system month and year-end routines, including the completion of the following:
 - a. Prepare monthly budget monitoring pack for HoDs and CE.
 - b. Finance Advisory Board financial report.
 - c. Utilities accruals forecast.
 - d. Estates spend forecast.
 - e. Balance sheet reconciliations.
 - f. Monthly drawdowns.
 - g. Monthly forecast of outturn.
19. Auditing of all Army Cadet Force (ACF) and Reserve expenditure from RGI grants, ensuring proof of purchases are received.
20. Auditing of ACF county HQ Non-Public accounts in entirety. Auditing of a percentage of Company and Detachment Non-Public accounts, including the completion of bank reconciliations, debtors and creditors and corresponding vouchers or receipts.

Administrative

21. Act as Secretary of the FAB or provide role from within own team.
22. Line-manage the Finance Officer.
23. The Chief Executive may review this Job Description in the light of significant changes in responsibility or at a change of incumbent.

Health and Safety

24. 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.