

| RNRMC Job Description | | |
|--|--|---|
| Job title | | Responsible to |
| Project Support Finance Officer | | Group Financial Controller (GFC) |
| Location | Contract | Date Reviewed |
| Portsmouth, UK | Permanent – Full Time | 14/11/2023 |
| About the Royal Navy & Royal Marines Charity | | |
| <p>RNRMC is the Navy’s principal charity which exists to support every sailor, marine and their families, for life. We do this by offering grants to and working with, other organisations to deliver programmes that meet the needs of our beneficiaries. We work hard, engaging with supporters to help raise awareness and funds to deliver the outcomes required for today and tomorrow.</p> | | |
| Values | | |
| <p>In all your dealings, you will be expected to abide by the values of the charity and act as a role model both internally and externally. The values are:</p> | | |
| Beneficiary focused | We will use the best evidence available to achieve maximum impact on the lives and morale of those who serve today, or who have ever served, and their families. | |
| Integrity | We will act with honesty and transparency in all our activities. | |
| Commitment | We will demonstrate the highest ambition and commitment for our cause | |
| Inclusiveness | We will recognise and celebrate diversity in the sector | |
| Teamwork | We will always behave in a way that strengthens the sector | |
| Job Summary | | |
| <p>As the Projects & Support Finance Officer (PSFO) you are responsible to the Group Financial Controller (GFC), providing support to the finance function and wider organisation for projects which have an impact on the finance department. Working together with assisting with transactional processing and reporting for various entities, the Projects & Support Finance Officer provides the daily financial administration for the finances of the Charity and supports the GFC Projects for the Charity.</p> <p>This role includes producing small entity management accounts and supporting the management accountants with larger entities with a view to progress into a management accounting role in the future.</p> <p>A key part of the role is supporting the financial and administrative process for the Royal Naval Association and other partners. As you will liaise with many stakeholders both internally and externally, good communication skills are essential along with the ability to speak confidently and present clear and concise information. You will possess a sound knowledge of processes and expectations and ensure adherence to the RNRMC Finance rulebook, improving and growing processes to ensure good governance. Experience with SAGE is desirable.</p> | | |

Your track record of achievements in previous projects will demonstrate a broad knowledge of transactional processing and a basic understanding of management accounting delivered with a rolled-up sleeves attitude. Experience of working on CRMs is an advantage as would experience working on projects as the finance lead.

The role is mainly office based. RNRMC has a hybrid working policy which offer 40% home-working opportunities.

Responsibilities and Duties

Key Responsibilities

- Production of management accounts for smaller group entities.
- Assisting with management accounting for larger group entities.
- Lead and support new projects alongside CFO and GFC, from Finance Perspective.
- Onboarding new entities/charities/funds into RNRMC finance department Finance representative for projects of the wider organisation.
- RNA transactional and administrative lead.
- Assisting with transactional processing across the organisation.
- Assist CFO and GFC with any other duties as requested.

RNRMC

- Act as finance representative on projects happening within other departments from a finance department perspective, supporting with calculations and financial data.
- RNA Lead for both administrative and transactional processing.
- RNRMC Charity Projects point of contact for financial services.
- Complete new supplier application forms for RNRMC.
- Monitor and reconcile the inter-company accounts.
- Approval of Payments on the Bank in accordance with mandate and Finance Rulebook.

Management Accounts

- Prepare monthly balance sheet reconciliations, raise journals for adjustments where necessary, including accruals and prepayments.
- Provide support in finding resolutions of any financial issues.
- Attend Finance & Management meetings.
- Prepare accounts, snapshots and cashflow forecasts for board meetings.
- Complete end of year preparation and procedures.

Projects – From a Financial Perspective

- Assist the FC with project leads in ensuring that action plans are completed, and exceptions are recognised and escalated to the appropriate person.
- Ensure that all documentation for projects is accessible to those approved by the relevant project manager/project lead/FC and kept up to date with version control.
- Provide administrative management support to FC in the development of new projects including set up / organise meetings / take necessary notes / preparing / formatting presentations.
- Provide support to projects by monitoring deadlines for each project task and closely monitor the project schedule. Work with the project manager / FC and other team members to reach the project target.

- Maintaining existing relationships with partner charity / organisations.
- Adapt new positive relationship with potential organisations the RNRMC are offering financial services to.
- Acts as first point of contact for organisations to answer questions on financial services and provide advice.
- Investigate and give advice or challenge any discrepancies on financial processes seeking advice from FC when necessary. Make suggestions where improvements can be made to current working practices.
- Liaise with the RNRMC RBS bank relationship manager regarding opening new bank accounts / have new organisations added to RNRMC Bankline / Manage updates to banking mandates.
- Deal with sensitive information in a confidential and diplomatic manner.
- Provide a pivotal communication link within the RNRMC and external organisation being responsible for the co-ordination of regular meetings, collating and forwarding information and arranging workshops as required.
- Co-ordinating with colleagues across the RNRMC group as appropriate and listening to their needs.
- Liaise with other teams within the RNRMC to ensure documents & activities are properly planned communicated.
- Manage Sage / Concur set up for new organisations ensuring approvals and coding are set in line with budgets.
- Complete credit card applications and set up / add new card holders when requested.

Current Projects - RNA

- Carry out bank reconciliations monthly for RNA Current account, PayPal Account, Donations account and Credit Card.
- Processing of daily invoices from receipt, checking relevant backing documentation attached and coding.
- Ensure the correct input of all payment and receipts onto Sage 50 accounting system.
- Resolve queries and liaise with RNA managers.
- Monitor bank accounts and process transfers as required.
- Maintaining the purchase ledger system on Sage for all new and existing suppliers.
- Process and monitor invoices through Concur.
- Monitor and reconcile the inter-company account for NSSC/RNRMC/Sports Assoc.
- Monitor the P/L and S/L control account.
- Reconcile the S/L and P/L.
- Provide support to RNA finding resolutions of any financial issues within the RNA.
- Carry out end of year preparation and procedures.
- Deliver process training to RNA.
- Attend RNA Finance meetings.
- Supporting RNA with cashflow.
- Work from RNA on a regular basis.

Administration

- Payment authoriser for all charitable expenditure within delegated authority level
- Maintain audit documentation archiving.
- Provide back up and holiday cover for the Finance officers.
- Provide office administration support.
- Ensure completeness of filing for all receipts.

Other

- Act as a champion, displaying model behaviours and professionalism in company values.
- Rigorously follow organisational Safeguarding, Risk Management and Health and Safety policy and procedures
- Be a brand ambassador for the Royal Navy and Royal Marines Charity and be able to 'sell' and support the charity to external audiences.
- Support the RNRMC in seeking ways to continuously improve.

Team

- Adopt an 'in it together' team attitude, taking personal responsibility for fostering good working relationships amongst colleagues within the department and across the charity.
- Support the department in inducting new staff members and in developing colleagues.
- Support the department in seeking ways to continuously improve.

Self-Development

- Take responsibility for your own professional development, seeking advice from others for career-based matters.
- Fully participate in the annual Professional Development Review process and one to ones as required.
- Attend training sessions as and when required to ensure compliance with Health & Safety, Safeguarding, RNRMC Policies and procedures or other training programmes as directed.

This description is not intended to establish a total definition of the job, only an outline of the duties involved. You will be expected to carry out any other duties commensurate with the level of the post and which may reasonably be required by the Charity.

RNRMC may amend an employee's duties and responsibilities from time to time and may require you to undertake other duties and responsibilities as are necessary to meet the needs of the Charity.

| Person Specification | | | |
|--|---------------|-----------|-----------|
| | How Evaluated | Essential | Desirable |
| Evaluation Key: APP = Application AR = Application Review SA = Skills Assessment IV = Interview | | | |
| Education & Professional Qualifications | | | |
| Minimum of 5 GCSEs including Maths and English | APP | ✓ | |
| AAT Qualification Level 4 or equivalent experience | APP/AR | ✓ | |
| Working towards a recognised financial Qualification – ACCA, CIMA or Equivalent | APP/AR | | ✓ |
| Experience | | | |
| Minimum 3 years previous experience in a finance environment | APP | ✓ | |
| Experience of working on projects within the finance sector | APP/AR | ✓ | |
| Experience of SAGE accounting software or similar | APP/AR | ✓ | |
| Experience of preparing annual budgets, forecasts, management accounts, end of year accounts and financial reports for Trustees | APP/AR/IV/SA | ✓ | |
| Knowledge | | | |
| Computer literate; proficient in using Microsoft Outlook 365 suite of tools: TEAMS, Word, PowerPoint with strong knowledge of Excel | APP/SA | ✓ | |
| A good level of understanding around charity operations | AR/IV | ✓ | |
| Familiar with auditing and reporting regulatory financial returns | AR/IV | ✓ | |
| Knowledge of financial planning for strategic projects | APP/IV | ✓ | |
| Skills and Aptitudes | | | |
| Understanding and empathy for the Royal Navy, Royal Marines and Charity Sector | APP/AR/IV | ✓ | |
| Self-motivated with ability to use initiative and make decisions within own area of responsibility | IV | ✓ | |
| Demonstrates effective organisational and administration skills | IV/SA | ✓ | |
| Ability to prioritise, manage a busy workload and multitask whilst managing to meet deadlines | IV/SA | ✓ | |
| Demonstrates a positive, resourceful, and engaging approach | AR/IV | ✓ | |
| Ability to work collaboratively with others and effectively as a team to develop relationships with a wide range of internal and external stakeholders | IV | ✓ | |
| Effective team player who is able to make a positive contribution to the team and the wider charity. | IV | ✓ | |
| Possesses tact and discretion and the ability to operate professional, calmly and objectively even under pressure | IV | ✓ | |
| Demonstrates the ability to work with high levels of confidentiality | IV | ✓ | |
| Is flexible and adaptable to the demands of the role | AR/IV | ✓ | |
| Works in a methodical and systematic manner | IV/SA | ✓ | |
| Demonstrates high levels of accuracy and attention to detail | APP/SA | ✓ | |
| Possess the right to work in the UK | APP | ✓ | |

Outline of Main Terms, Conditions & Benefits

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|----------------------|---|
| Job Title | Project Support Finance Officer |
| Post Number | 1020 |
| Employee Name | Vacancy |
| Issue Date | 13/11/2023 |
| Start Date | From 01/12/2023 |
| Location | Building 37, HMS EXCELLENT, Whale Island, Portsmouth, PO2 8ER |

Contract Details

Appointment Type Permanent - Full Time

Probationary Period

For new starters 6 months. Reviews will be held at 1 month, 2 months and 4 months, with a final review held at 6 months.

End of Probation On / around 6 months from start date

Notice

Both employer and employee may terminate the appointment by giving the other not less than one month's notice in writing.

Remuneration

Annual Salary £28,738 to £30,500

Hourly Rate £15.79010 to £16.7582

Pay Method

Salary will be paid in 12 equal monthly instalments by BACS transfer into the nominated bank or building society account on or around the 21st of the month.

Hours of Work

9:00am to 5:00pm Monday to Friday, which is equivalent to 35 hours per week excluding unpaid breaks. Hybrid working is offered 60/40, with designated in-office team days. This may be subject to change according to operational needs.

Weekly Work Pattern

| | Mon | Tues | Weds | Thurs | Fri | Sat | Sun | Total |
|------------------|----------|----------|----------|----------|----------|-----|-----|-----------|
| Start Time | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 | | | |
| AM Break | | | | | | | | |
| Lunch | 1 hour | 1 hour | 1 hour | 1 hour | 1 hour | | | |
| PM Break | | | | | | | | |
| Finish | 17:00 | 17:00 | 17:00 | 17:00 | 17:00 | | | |
| Total hrs | 7 | 7 | 7 | 7 | 7 | | | 35 |

FTE 1.00

A certain degree of flexibility of hours is required for cover and to meet the operational requirements of the charity. Due to the nature of your position with the RNRMC you may be asked to work any additional hours that are reasonably required to fulfil the responsibilities of your job.

Overtime

A certain degree of flexibility of hours is required for cover and to meet the operational requirements of the department. Due to the nature of your position with the RNRMC you may be asked to work any additional hours that are reasonably required to fulfil the responsibilities of your job without additional remuneration.

Holiday Entitlement per Annum

The RNRMC holiday year runs from 1 January to 31 December. The annual holiday entitlement is 6 working weeks in every full holiday year (which equates to 30 days if you work a 5-day week). Holidays for part-time employees are calculated on a pro-rata basis.

In addition to the above, you are entitled to the recognised bank and public holidays in every full holiday year. Bank and public holidays for part-time employees are calculated on a pro-rata basis

The RNRMC traditionally closes the offices between Christmas and New Year and up to 4 days of your annual entitlement will be reserved / automatically assigned by RNRMC each year to cover this period of closure.

Other

Absence

If you are absent from work, in addition to Statutory Sick Pay (SSP), which is included in any sickness payments made to you by the Charity, the RNRMC operates a discretionary Charity Sick Pay Scheme, which differentiates between short and long-term absence.

Pension Scheme

In accordance with the Pensions Regulations 2013, eligible job holders will be automatically enrolled into the Occupational Pension Scheme with Standard Life

Medical

The post holder will be required to complete a medical declaration at the start of employment and, should the RNRMC require it, undergo a medical examination during their probation period by an Occupational Health Practitioner at the RNRMC's expense

Other Employment

The individual is not permitted to undertake any work outside of the RNRMC without prior consent from the RNRMC; all requests should be submitted to HR in the first instance who will seek the relevant approvals from the CEO.

Security Vetting

Due to the RNRMC being located on Ministry of Defence property you will be required to undertake Ministry of Defence Security Vetting. Your employment with the RNRMC, and continued employment, is strictly conditional upon the receipt of a satisfactory security clearance which is reviewed every 5 years.

Discretionary Non-contractual Benefits

Free on-site parking

Hybrid working - 60% in office and 40% home working

Cycle to Work Scheme

Free Access to HMS Excellent Fitness Centre

Employee Assistance Programme through Health Assured

Life Assurance (after one year's qualifying service)

Private Healthcare Scheme (after one year's qualifying period)

Standard Life Non-contributory Pension Scheme (7% contribution after 3 months qualifying period)

Enhanced Maternity Leave Package (after 2 year's qualifying period)

3 months Sabbatical Leave - unpaid (after 5 year's qualifying period)