

East Midlands Reserve Forces and Cadets Association (EM RFCA)

JOB DESCRIPTION

1. Appointment Details

Job Title: Finance and HR Support Officer (FSO)

Grade: Executive Officer (EO previously D Grade)

Hours: Part-time 18.5 hours

Reporting to: Head of Finance and Human Resources

Date last reviewed: 7th July 2026

Date of next review: 1st July 2027

2. Job Overview

The Finance and HR Support Officer (FSO) provides high-quality financial and administrative support to the Head of Finance and HR (HOF&HR).

The postholder is responsible for supporting core finance, payroll, and HR processes, ensuring accuracy, compliance, and effective financial control across the organisation.

The FSO reports directly to the Head of Finance and HR and is expected to work independently, exercising sound judgement and maintaining confidentiality at all times. The postholder may represent the HOF&HR in their absence where appropriate.

3. Key Responsibilities

Purchase Ledger

- Review and process purchase invoices and batches, ensuring accuracy before posting to SYMPHONY.
- Liaise with RFCA staff to resolve invoice queries.
- Escalate unresolved issues to the HOF&HR.
- Process and verify expense claims.
- Prepare weekly payment runs (or as required), ensuring sufficient cash balances are maintained.
- Maintain and update the supplier database.
- Reconcile and post monthly corporate credit card statements.

Sales Ledger

- Review and process sales invoices and batches within SYMPHONY.
- Reconcile incoming payments.
- Manage aged debtors and undertake credit control activities.
- Authorise and monitor credit notes raised by departments.

Nominal Ledger

- Prepare and process journal transfers, virements, and budget adjustments as agreed with the HOF&HR.
- Raise journal entries to correct errors or reallocate expenditure as required.

Financial Systems (SYMPHONY)

- Maintain accurate and timely financial records within SYMPHONY.
- Ensure income and expenditure (actual and committed) are properly recorded and monitored.

Payroll

- Administer the monthly payroll process.
- Complete payroll-related administration including general ledger journals, reports, and distribution of payslips.
- Process HMRC payments and statutory returns.

Financial Monitoring and Control

- Monitor cash flow and provide weekly reports to the HOF&HR, including oversight of CRFCA funding.
- Identify and report overdue debtor balances (30+ days).
- Reconcile bank statements weekly and at month end.
- Assist with preparation for half-year and year-end audits.
- Administer annually, unit sub letting shares

Financial Records and Grants

- Audit monthly County ACF Imprest accounts and process associated transactions.
- Monitor expenditure against Establishment, Consolidated, and Travel grants.
- Advise the HOF&HR where over- or underspend risks are identified.
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Special Projects

- Support financial processes relating to ad-hoc initiatives and special projects as required.

HR Support

- Support the HOF&HR in maintaining the CASCADE HR system and associated records.
- Assist in monitoring annual and bi-annual performance and development reviews.
- Provide administrative support for recruitment, onboarding, and year-end HR processes.

4. Person Specification

Essential

- Proven experience in accountancy or finance administration.
- Strong numerical accuracy.
- Effective communication and interpersonal skills.
- Proficient in Microsoft Office, particularly Excel and Word.
- Highly organised with strong attention to detail.
- Ability to work independently with minimal supervision.
- Collaborative team player with a proactive approach.

Desirable

- Previous MOD or public sector accounting experience.
- Experience supporting HR processes.

5. Reporting and Governance

The appraisal and reporting structure will be determined by the Chief Executive. The Head of Finance and HR will act as First Reporting Officer.

6. Health and Safety

The postholder is required to comply with all RFCA Safety, Health, Environmental and Fire (SHEF) policies and responsibilities.