

# JOB VACANCY

**Position Title:** Assistant Controller  
**Employer:** The Royal Engineers Association Charity

**Location:** RHQ RE, Ravelin Building, Brompton Barracks, Chatham ME4 4UG:

**Employment Type:** Part Time

**Standard Hours:** 25.5 hours weekly

**Salary:** Starting salary is £21,458 per annum. The salary is not negotiable.

**Relocation Expenses:** The post does not offer any relocation expenses

<b>Working Pattern:</b>		Part Time		0800hrs start		1630hrs finish							
Delete as appropriate		✓		✓		✓							
Mon		Tue	✓	Wed	✓	Thu	✓	Fri		Sat		Sun	

**Probation Period:** Subject to a 3 month probationary period

**The Organisation:** The Royal Engineers Association (REA) is the Regimental Association of the Corps of Royal Engineers. The original REA was founded in October 1912 under the name of The Royal Engineers Old Comrades Association. The Aims of the Association may be interpreted to be:

- a. To promote and support the Corps among members of the Association in the following ways:
  - (1) By fostering esprit de corps and a spirit of comradeship and service.
  - (2) By maintaining an awareness of Corps traditions.
  - (3) By acting as a link between serving and retired members of the Corps.
- b. To provide financial and other assistance to serving and former members of the Corps, their spouses, widows, widowers and dependants who are in need through poverty.
- c. To make grants, within Association Guidelines, to the Army Benevolent Fund and to other charities that further the objectives of the Association.

The motto of the Association is "Service - Not Self".

**Position Description:** The REA is currently recruiting for an Assistant Controller to join a closely knit team of four based in our HQ at Chatham, Kent. The Assistant Controller is the focus for REA benevolence activity, provides administrative support and assists the Controller in delivering the multifarious activities of the REA.

This is a varied role and a strong administrative background and solid interpersonal skills should be considered as key attributes. The ability to produce accurate and legible written material is essential, as is the ability to work accurately with numbers. Proficiency in the use of MS Word, MS Excel and MS Access is essential. A military background is highly desirable. Although the post is based in Chatham, travel to London will be required on a regular basis.

**Key Areas of Responsibility:**

- Assist the Controller whenever necessary.
- Assessment of benevolence cases and the staffing of benevolence cases to REA Benevolence Committee as necessary.
- Make all arrangements for the Annual Dinner and Sapper Sunday.
- Summon, attend and carry out secretarial duties of the Management Committee, Recruiting Committee and the Benevolence Committee and prepare Minutes of the proceedings of these meetings.
- Production of the HQ Circular, Branch submissions to The Sapper magazine and production of the Branch & Group Contact List.
- Routine correspondence and acknowledgements, includes enquiries on miscellaneous matters and redirection to the relevant agency if unable to assist.
- The coordination of ticket requests to external annual events.

- Maintenance of a petty cash account.
- Processing all incoming bills, Travel & Subsistence claims, annual grants to Veteran's Weekends & Group HQ's and monitoring associated budget lines.
- Focus for Branch and Group Annual Financial Summaries. Includes telephone and one-to-one support as required.

**Development Opportunities:** Access to training opportunities in the workplace and outside the organization.

**Interviews:** No date has yet been set for interviews

**Closing date for applications:** 15 Dec 2017

**Contact:** Lt Col (Retd) Neil Jordan – 01634 822407 or email [controller@rhqre.co.uk](mailto:controller@rhqre.co.uk)  
Please apply online with your CV and covering letter.

<b>Compiled by:</b>	Lt Col (Retd) Neil Jordan
<b>Date:</b>	03 November 2017