

### Job details

<b>Location:</b>	Home-based, with occasional travel in UK (hybrid option available if located near AFF office, Andover)
<b>Reporting to:</b>	Head of Policy
<b>Hours:</b>	30-35 hours per week
<b>Salary:</b>	Starting at £30,000 FTE

### Job purpose

The Money & Allowances Specialist plays a critical part in AFF's support to families, as subject matter expert on enquiries relating to money and allowances.

Liaising directly with families, the post takes on more complex enquiries in the subject field and works closely with Army and Government departments, national charities and agencies to ensure the money & allowances concerns of Army families are properly represented and addressed.

### Job responsibilities

#### Responsibilities of the post include:

- Being the AFF specialist lead in assisting Army personnel and families worldwide with their enquiries on money and allowances issues.
- Keeping fully up to date with developments in legislation, procedures and policy relating to pay, benefits and allowances, as relevant to Army personnel and families, ensuring that AFF colleagues are aware, and that the relevant areas of the AFF website are kept up to date.
- Identifying emerging issues and trends, entering enquiries on AFF's database and collating evidence from enquiries and database statistics.
- Writing briefs outlining the AFF position on money and allowances issues and providing regular updates on money and allowances Armed Forces Covenant issues.
- Liaising with key stakeholders on behalf of serving personnel and families, as appropriate, in the resolution of enquiries and in the development of policy.
- Representing AFF at appropriate meetings/events, to brief military and civilian policymakers on the money and allowances concerns of Army personnel and families.
- Working with the AFF communications team to submit contributions for Army&You and other AFF media channels, on money and allowances issues.
- Developing and maintaining close links with a range of agencies and departments, to outline money and allowances issues affecting Army personnel and families, including but not limited to:
  - Army Remuneration Policy
  - MOD Remuneration Policy
  - Department of Work & Pensions
  - HM Treasury
  - HMRC
- Attending and participating in AFF meetings, training and other events.
- Any other duties appropriate to the post, as required by the needs of the organisation from time to time.

# Knowledge, skills and experience needed for the job

## ESSENTIAL

Understanding and current knowledge of Army life and its impact on families, particularly with regards to money and allowances

A keen interest in the welfare and quality of life for Army families

Experience of writing briefing notes and position papers

Clarity of expression, both written and verbal

Demonstrable listening skills

Self-motivated, able to work on own initiative and outside a formal work environment

Ability to prioritise workload and utilise time effectively to work to tight deadlines and cope under pressure

Understanding of principles of client confidentiality

Sound working knowledge and experience of using Microsoft Office, in particular Word, Excel, Outlook and PowerPoint

## DESIRABLE

Work experience in a finance, allowances or related field

Understanding of the money and allowances policy environment

Experience of providing advice and guidance

Experience of preparing and delivering presentations/speaking at meetings

Experience of homeworking

An understanding of the impact of military and Government policies on Army families