**ANNEX A TO**

**CHAPTER 3**

**JSP 755**

**JOB SPECIFICATION**

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| **Profile of Position: RQMS** | | | | | |
| **SLIM No: 00634786** | | | | | |
| **Position Details** | | | | | |
| Rank | OR8/WO2 | Org. Unit | ULOTC | UIN | A4160A |
| Upper Lower Rank | OR8/WO2 | Org. Type | Permanent | Exchange With |  |
| Service (Job) |  | TLB | HQLF | Location | London |
| Start Date for Position | 10 June 2024 | Proposed End Date for Position |  | Workforce Requirement Driving | Yes |
| Hiring Status | Active | Position Status | Valid | Position Type | RQMS |
| Person Category | FTRS(HC) | Position Status EIT |  | Service Option | Single Service |
| Domain |  | Career Field |  | Sub Career Field |  |
| Talent Management |  | Tour Length | 36 months | Handover |  |
| Type of Operation | N/A | Operation Name | N/A | Operation PID | N/A |
| Hierarchy Parent 1 | QM | Hierarchy Parent 2 | CO 1469190 | Hierarchy Parent 3 | N/A |
| Incumbent | WO2 M Crowhurst | Incumbent Future Availability Date |  | Environment | Army |
| Minimum Medical Standard |  | Child Positions |  | Preferred Gender | N/A |
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| Unit Function | **Unit Role:** University of London Officers' Training Corps (ULOTC) is to develop the leadership potential of selected students and Army Reserve potential officers, and to promote the Army’s ethos and career opportunities in order to secure commitment to the Army, first as officers, but also as future leaders in their chosen profession who will champion the Army in society. | | | | |
| Position Role | Responsible to the QM for the day-to-day management & running of all non-technical stores and accounts associated with those areas. | | | | |
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| **Responsibilities** | | | | | | | | | |
| Understand and operate a variety of systems and applications including JAMES, ARMS, UAMS II, CHURCHILL, MILLIE, CP&F, SLIM, VERITAS and internal auditing for all accounting areas. Act as the sole accountant as the regiments EPC/LVP. | | | | | | | | |  |
| Supervise military and civilian storeman and act as Line Manager to civilian store personnel. | | | | | | | | |  |
| Be familiar with, Radiation & Radon Protection measures and understand the documentation required for items in transit and being the focal point for all matters relating to Radiation Protection (should qualify as a WPS Workplace Supervisor). | | | | | | | | |  |
| Qualify and act as Unit Administrative Assistant (MJDI), having already qualified as an MA (Materiel Accountant.) | | | | | | | | |  |
| Be fully familiar with current Safety, Health, Environment and Fire regulations. | | | | | | | | |  |
| Monitor, co-ordinate, and audit Equipment Care on behalf of QM. Deputise for the QM during periods of absence or gapping. | | | | | | | | |  |
| Responsible for the running of the Ammunition Account and be responsible for producing all Dangerous Goods notes and Necessary paperwork for the movement of High Consequence dangerous goods (Ammunition). | | | | | | | | |  |
| Be prepared to support the Regiment during weekend training activities, regimentally required Currency & Competency (CPD), and during the Regiment’s Annual Training Period (ATP). | | | | | | | | |  |
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| **Competence Requirements** | | | | | | | | | |
| Competence - Full Name | | | | Proficiency Level | | Essential | | Acquired | |
| MJDI User (MA) | | | | High | | Y | |  | |
| UAA | | | | High | | Y | |  | |
| Ammunition accountant | | | | High | | Y | |  | |
| All Arms RQMs cse | | | | High | | Y | |  | |
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| **Pre-Employment Training** | | | | | | | | | |
| Pre-Employment Training 1 | Pre-Employment Training 1 Priority | Pre-Employment Training 2 | Pre-Employment Training 2 Priority | | Pre-Employment Training 3 | | Pre-Employment Training 3 Priority | | |
| RQMS | Essential | MJDI (MA) | High | | Ammo Acct | | High | | |
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