

# ANNEX A TO CHAPTER 3 JSP 755

## JOB SPECIFICATION

**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

Unit Function	<b>Unit Role:</b> 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.

### 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).

### 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	

### 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