

## DRUMGRANGE VACANCY ADVERT



### STORES/CRYPTO CONTROLLER

#### Role: Stores/Crypto Controller

**LOCATION:** CHERTSEY

#### JOB PURPOSE:

The Stores Controller is responsible for the Management of Government Furnished Assets (GFA) and Government Furnished Equipment for all Ministry of Defence Contracts held by the Site, providing an inventory accounting facility, monitoring equipment transfers and storage, kitting, and handling/protection of all equipment, conducting and reporting on period audits as detailed in DEF STAN 05-99/2 "Managing Government Furnished Assets in Industry". Provide support to the Crypto Custodian for the supporting of processes and documents as required.

The Stores Controller maintains the Public Stores Account (PSA).

#### REPORTING TO:

The Stores Controller is responsible to the Operations Support Manager and formally reports status at the Operations Meeting.

#### CANDIDATE REQUIREMENTS:

- To Control the GFA and GFE Stores in accordance with QP46, Control of Customer Property.
- To be given access to up-to-date copies of MoD Contracts, so as to be familiar with changes in GFA/GFE activity, as well as identifying and specific Contract requirements.
- To be notified:
  - (1) Of all GFA/GFE received to enable the PSA to be updated.
  - (2) About any Contracts involving GFA/GFE which are completed or cancelled.
  - (3) About the clearance of all GFA/GFE to enable the PSA to be updated.
  - (4) Of receipt and completion of Fault Investigation Records (i.e. MoD Form 761, Form S2022 etc.) to ensure that items are progressed.

Location: <b>Chertsey</b>	Role: <b>Permanent</b>	Hours: <b>Full Time 37.5 Hours</b>
Contact: <b>Jestina Anderson HR Manager</b>	Email your CV to: <b>janderson@drumgrange.com</b>	Phone: <b>01932 581100</b> Vacancy No: <b>P0060C</b>

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- To report on Contract Support Items (CSI) and Contract Embodiment Items (CEI) issued for the purpose of being expended in test or scrapped on MoD's instructions to the Asset Accounting Centre (AAC), by raising MoD Form 650A.
- To obtain prior authority from MoD before any GFA is scrapped, making reference to the authorising document on MoD Form 650A.
- To obtain authorised disposal instructions from the relevant persons in respect of surplus/obsolete GFA/GFE.
- To check all GFA/GFE consignments as soon as possible after receipt to ensure that there is no obvious damage and that the consignment is as detailed on the Issue Voucher.
- To raise Discrepancy Reports (MoD Form 445) to report all instances of damage, deficiencies/surpluses in quantity and items which are not as detailed on the Issue Voucher.
- To maintain a register of all Discrepancy Reports (MoD Form 445) in accordance with the process instructions given in DEF STAN 05-99/2.
- To hasten consignors to ensure that a reply is obtained to discrepancy reports. If a reply has not been received after two hasteners have been sent to inform the AAC.
- To report on damage and loss that may have been caused in transit to the carrier immediately, attaching a copy of the notification to the Discrepancy Report, inviting the local MoD representative to view the consignment and add any observations to the Discrepancy Report.
- To notify the AAC about any major changes to the Company Procedures that effects the operation of the Public Stores Account.
- To conduct an annual stock take in accordance with DEF STAN 05-99/2 and the reporting thereof on MoD Form AAC32 and to supply quarterly reports to the Authority on the current PSA Holdings in accordance with DEFCON 694 Annex A.
- To ensure that purchase orders are raised correctly, checking items against purchase orders on receipt of goods. Bring on charge by GRN items received and close the purchase order. Allocation of inventory numbers if items are purchased for a MoD contract, and addition into the PSA (DISC).
- To ensure that export licences for items being shipped overseas under MoD contracts are correct, and for the export licence database to be updated and maintained.
- To provide a support service at the request of the Project Managers.
- To support Drumgrange Ltd and the Crypto Controller at the Chertsey site supporting processes and documentation as required

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