



Royal College of Anaesthetists

## Management Accountant

---

Directorate: Finance and Resources

Reports to: Head of Finance

Grade: 5

### 1.1 Job purpose

To prepare the monthly and annual accounts, ensure prompt payment of volunteers claims and supplier invoices and coordinate other Finance team activities, delegating specific tasks so that an efficient and effective financial service is provided.

Act as main operational financial contact with other departments within the College for management accounting tasks and issues.

### 1.2 Key tasks and responsibilities

#### Payments

- Ensure purchase orders for the College comply with the Financial Regulations
- Ensure that invoices and claims are checked as appropriate and any issues identified are raised with budget holders
- Check and post purchase ledger input
- Coordinate the weekly payment runs
- Produce the monthly credit card journal, supported by receipts

#### Management Accounting

- Act as the Management Accounting Lead for the Clinical Quality & Research Directorate, in particular supporting:
  - Research project work and bids
  - Research restricted creditors and designated funds
  - Clinical Quality accreditation scheme (ACSA)
  - Invited Reviews
- Act as the Management Accounting Lead for the Faculties
- Act as the Management Accounting Lead for TSP
- Maintain the management accounting timetable

#### Financial Accounting

- Assist with the preparation of the annual budgets
- Prepare the monthly management accounts, including variance analysis, cash flow forecasts and reconciliations, within the prescribed timetable
- Prepare the accounting entries for the group consolidated year-end accounts
- Maintain the year end accounts timetable

#### Financial Accountant Cover

- Provide Payroll cover in the absence of the Financial Accountant and Head of Finance
- Provide OLS cover (regarding the web synchronisation tool) to ensure all financial transactions are recorded

#### VAT

- Prepare the quarterly VAT submission
- Assist in the calculation of the partial recovery figure

#### Relationship Management / Customer Service

- Work closely with directors and budget holders within the College
- Cooperate with the College's external auditors and other professional advisors
- Ensure bids and reporting are completed in a timely manner to support other directorates and external stakeholders
- Coordinate and liaise with suppliers and volunteers over invoice and claim queries

#### People Management, Relationships and Team Working

- Lead the Finance team in the production of management and year-end accounts, delegating tasks and ensuring timely and accurate completion of these
- Ensure that the Finance office is covered during core hours in conjunction with the Financial Accountant
- Attend wider College meetings deputising for the Financial Accountant

#### Asset Management, Budget or Financial Understanding and Responsibility

- Understand of the financial regulations and policies of the College and trading company
- Owner of, and responsible for maintenance, of the internal Finance team's financial procedural guides

#### Project Delivery or Participation

- Give financial support to the delivery of multi-year projects, such as NELA or high value projects such as e-LFH, ensuring multiple work streams and deadlines are delivered successfully over an extended time line

#### Other Duties

- Maintain, review and update the Finance department procedural guidelines to ensure they meets the needs of the College
- Complete workflow analysis for the Finance team on a monthly basis
- Undertake such other reasonable duties as required by the Head of Finance

### **1.3 Qualifications, skills, knowledge and experience**

- Part-qualified Accountant, working towards certification
- Experience of delegating tasks to individual staff
- Excellent IT skills including the use of Microsoft Excel
- The ability to successfully deliver projects that include multiple work streams and deadlines

#### Desirable:

- Extensive knowledge of the charitable statutory, regulatory and legal financial environment

## 1.4 Core Competencies

These competencies will help you understand and deliver the high performance required for this role at the College. These performance standards and behaviours will be assessed during the interview process and developed through the appraisal process.

<b>VALUE:</b>	EXPERT
<b>COMPETENCY:</b>	Empathy with the College and its business
<b>DESCRIPTION:</b>	Understands the fundamentals of what the College does, its mission, vision, values and culture. Uses this information to grow and develop the College and its people

<b>Support &amp; Delivery</b>
<ul style="list-style-type: none"><li>• Applies knowledge of business to day-to-day activities</li><li>• Understands team function and how it fits in overall College</li><li>• Develops a team spirit</li><li>• Applies a “can do” approach</li><li>• Understands impact of own role on wider College functions (and vice versa)</li></ul>
<b>Management</b>
<ul style="list-style-type: none"><li>• Applies their professional expertise to the College</li><li>• Thinks commercially</li><li>• Acts as a College ambassador</li><li>• Delegates fully and effectively</li><li>• Develops, motivates and engages teams and individuals</li><li>• Plans resources effectively</li><li>• Leads by example</li></ul>
<b>Strategic Leadership</b>
<ul style="list-style-type: none"><li>• Champions key direction and strategy</li><li>• Encourages and demonstrates entrepreneurialism and cross-College working</li><li>• Encourages a high-performance culture</li><li>• Understands impact of external changes on the College</li></ul>

<b>VALUE:</b>	INCLUSIVE
<b>COMPETENCY:</b>	Collaboration and Communication
<b>DESCRIPTION:</b>	Works collaboratively and co-operatively with colleagues to get the job done and responds positively to change. Communicates widely and effectively. Appreciates diversity and equal opportunities for all.

<b>Support &amp; Delivery</b>
<ul style="list-style-type: none"><li>• Is a team player, open to others' views</li><li>• Adapts communication style to situation</li><li>• Keeps others informed and updated</li><li>• Willing to give and receive feedback</li><li>• Listens and responds effectively</li><li>• Values different perspectives</li></ul>
<b>Management</b>
<ul style="list-style-type: none"><li>• Communicates effectively and openly, ensuring key messages are cascaded and everyone's views are heard</li><li>• Works with peers to influence effectively and consistently</li><li>• Deals with conflict between individuals and teams</li><li>• Works with partners to enhance the reputation of the College</li><li>• Ensures transparency and credibility</li><li>• Networks appropriately</li><li>• Ensures and enables an inclusive culture</li></ul>

**Strategic Leadership**

- Articulates a shared vision
- Presents in an engaging manner
- Ensures conflict and risk is mitigated
- Champions diversity and values

**VALUE:** POSITIVE  
**COMPETENCY:** Customer Focus  
**DESCRIPTION:** Builds relationships with customers by understanding, anticipating and responding to their needs. Takes responsibility to complete work in order to exceed expectations.

**Support & Delivery**

- Answers phones in a timely way
- Understands customer needs, stresses and pressures
- Understands impact of own actions
- Manages own time
- Meets and exceeds targets
- Does what they say they'll do
- Makes recommendations for improvements

**Management**

- Future-proofs
- Builds relationships
- Equips others to deal with customers
- Sets targets, ensuring they are met
- Ensures customer is aware of relevant College services and products
- Uses knowledge and expertise to ensure customer satisfaction
- Plans for the future to improve services

**Strategic Leadership**

- Knows competitors
- Addresses external conflict
- Focusses on the long-term
- Is aware of changes and impact on others
- Overcomes barriers to improvement
- Manages risk

**VALUE:** FORWARD-THINKING  
**COMPETENCY:** Conceptual Flexibility  
**DESCRIPTION:** Takes the initiative and thinks flexibly and innovatively in order to propose solutions and deal with ambiguity. Builds trust and credibility through self-awareness.

**Support & Delivery**

- Acknowledges success and failure and learns from them
- Works on own initiative and finds better ways of doing things
- Acknowledges problems and suggests solutions
- Remains open-minded
- Adjusts to changing needs
- Is aware of self and others
- Contributes and adds value to operational plans

**Management**

- Encourages others to find solutions
- Creates an open forum for innovation

- Implements operational plans and manages risks
- Realises when things are going wrong and fixes them
- Maintains personal credibility

#### **Strategic Leadership**

- Approaches issues with fluidity and flexibility
- Makes improvements at a corporate level
- Implements solutions at a strategic level
- Welcomes innovation from colleagues and empowers them
- Challenges the status quo

**VALUE:** AMBITIOUS  
**COMPETENCY:** Shared Vision  
**DESCRIPTION:** Acts quickly and decisively, seizing opportunities and adding value.

#### **Support & Delivery**

- Sets personal objectives which meet operational and strategic plans
- Adapts to changing priorities
- Analyses problems and resolves them
- Understands the impact of operational plans on own role
- Deals with colleagues fairly and consistently
- Keeps focused in the light of changing priorities
- Sets high personal standards

#### **Management**

- Puts operational plans into action
- Isn't afraid to make decisions
- Ensures right people, right time, right place
- Identifies new opportunities

#### **Strategic Leadership**

- Defines corporate vision and values
- Handles all matters with sensitivity
- Scans the horizon
- Develops strategy, taking into account all external drivers

Signature: .....

Name: .....

Date: .....