



Royal College of Anaesthetists

Financial Accountant

Directorate: Finance and Resources

Reports to: Head of Finance

No. of Direct Reports: Up to 3

Band: C

1.1 Job purpose

This role manages the day-to-day activities of the Finance Team to ensure that agreed deadlines are delivered and work is of a high standard.

The Financial Accountant has lead financial responsibility for:

- Subscription collections
- External Returns including the Charity Commission and HMRC
- Banking, College credit cards and cash cards, treasury and money market investment (including compliance)
- College credit card merchants for income (including compliance)
- The trading company (RCoA Trading Ltd)

This role is the operational lead for payroll and College pension.

1.2 Key tasks and responsibilities

Subscriptions

- Manage the accounting arrangements of the College and Faculties subscription income
- Oversee the financial biannual renewal of membership subscriptions on College CRM
- Oversee the monthly collection of membership subscriptions
- Review the weekly subscriptions journal and debtor reconciliation
- Send the weekly AUDDIS file to BACS from the College database

Payroll and College Pension

- Oversee the preparation, collation and input of payroll data on College's provider system
- Act as main contact for the College's payroll provider
- Check the provider's payroll output to ensure it is accurate
- Maintain the payroll cost schedule
- Prepare the payroll journal
- Prepare and submit the annual PAYE Settlement Arrangements (PSA) return to HMRC
- Check applications for Season Ticket Loans and other employee loans
- Act as Lead Administrator for the College's Pension Scheme, ensuring monthly reports are submitted in a timely manner and reconcile to payroll

Treasury

- Invest surplus cash on the money markets
- Check daily bank reconciliations and the College's weekly cash report
- Process and authorise bank transfers

- Act as Lead for College Bankers compliance requests
- Act as primary security contact for College BACs provider
- Act as Account Administrator for credit card merchant providers including Payment Card Industry (PCI) compliance
- Oversee College credit card expenditure reconciliation
- Act as named contact for the College's credit card(s)

Financial Accounting

- Assist in the calculation of partial VAT recovery figure
- Assist in the preparation of the consolidated annual accounts
- Maintain and update College's Fixed Asset Register using the Sun Finance System

Management Accountant Cover

- Act as Account Lead to the Clinical Quality and Research directorate
- Perform weekly payment run

External Returns

- Prepare and submit (once approved) all statutory HMRC returns for College and Trading including (VAT), Corporation Tax, PSA, Gift Aid, Payroll
- Prepare and submit (once approved) annual returns for the Charity Commission and OSCR

Trading Company

- Check daily bank reconciliations
- Oversee the preparation of the Trading Company management accounts
- Prepare the Trading Company's annual accounts

Relationship Management / Customer Service

- Work closely with directors and budget holders within the College
- Work closely with Membership Engagement Team for the collection of College subscriptions
- 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
- Act as Account Lead for the Education, Training and Examinations directorate
- Act as Account Lead for the College Faculties

People Management, Relationships, Collaboration and Team Working

- Provide direction, support and constructive feedback for team members through regular 1:1 meetings
- Conduct appraisals with team members setting SMART objectives aligned to the directorate and team strategy
- Encourage and support team members personal development
- Build a collaborative, mutually supportive and high performing team
- Manage underperformance effectively through open, transparent and consistent processes
- In conjunction with the Management Accountant, assist in leading the Finance Team in the production of the College management and year end accounts, and lead the Finance Team in the production of the Trading management and year end accounts delegating tasks and ensuring timely and accurate completion of these
- In conjunction with the Management Accountant, ensure that the finance office is covered during core hours
- Attend wider College meetings, deputising for the Head of Finance

Asset Management, Budget or Financial Understanding and Responsibility

- Understand the financial regulations and policies of the College and trading company

- Understand charity regulation and SORP

Project delivery or participation

- Monitor and report on project accounting as required
- Give financial support to the delivery of multi-year projects

Other Duties

- Assist with the preparation of the annual budgets
- Assist in the preparation of the College's management accounts
- Assist with Q&A reports
- Act as Financial Lead for the College's Small Grants and Bursaries, and maintain the Grant Awards document
- Check and post journals as necessary
- Approve subscription refunds, invoices and expense claim on iPOS as required
- Check and post supplier bank details as necessary
- Maintain accounting records regarding Equivalence and liaison with the General Medical Council (GMC)
- Prepare regular and ad hoc statistical reports for Head of Finance and Director of Finance and Resources
- Ensure that there is adequate cover to meet College needs during core business hours
- Observe and follow the requirements of the Data Protection legislation and/or General Data Protection Regulations (GDPR) when processing personal data
- Undertake such other reasonable duties as required by the Head of Finance and Director of Finance and Resources

1.3 Qualifications, skills, knowledge and experience

- Proven Financial Accountant experience
- Experience of managing and developing a team
- Extensive knowledge of the charitable statutory, regulatory and legal financial environment
- Experience of managing payroll within an organisation
- Experience of preparing management accounts
- Experience of budget management
- Experience of preparing statutory returns
- Experience of delegating tasks to others
- Excellent communication skills, both written and oral
- Ability to demonstrate delivery of work projects that include multiple work streams and deadlines
- Excellent IT skills with advanced Microsoft Excel skills and knowledge
- Qualified Accountant or part-qualified Accountant, working towards certification

Signature:

Name:

Date: