**Role: Assistant Accountant**

**Salary: £34,670 p.a.**

**Location: Hybrid Working – Remote / London**

**Contract Type: Permanent, Full Time (35 hours)**

**How to Apply**

If you believe that you are the right person for this role, please submit your CV and Cover Letter

to Leanne Timon at ltimon@rcoa.ac.uk by **5pm Monday 22April 2024.**

**About You**

We are looking for a candidate who has proven experience working in an Accounts Administrator or Assistant Accountant role. Our ideal candidate will have a strong foundation of accounting experience and technical ability. We are looking for someone who has demonstratable experience in credit control, income collection and refunds, reconciliation of key nominal accounts, business partnering and prioritising conflicting deadlines.

Effective communication skills are essential to be successful in this role, as is the ability to be able to provide customer-facing financial support to individuals, both verbally or in writing.

This role is for someone who is an ambitious team player, keen to further develop their accounting knowledge, and has strong time management and attention to detail.

If this sounds like you, we would love you to get in touch!

**About the Role**

You will be responsible for overseeing the daily operations of online booking systems, resolving issues with bookings and payments. In this role you will collaborate with various College teams to address payment queries, maintenance of payment records and manage refunds. Also, you will ensure timely and accurate issue of invoices for services and act as credit control for sales ledger invoices.

Within this role, you will also assist with monthly payroll data input.

In terms of relationships management, you will be required to collaborate with colleagues to ensure timely responses to financial queries and provide cover for accounts when needed.

Duties include, but are not limited to:

* Manage the daily operation of the online booking systems.
* Resolve booking anomalies relating to the online booking systems and payment system provider on a daily basis
* Act as credit controller and timely raising of sales invoices
* Manage the Finance Team email inbox; ensuring emails are dealt with in a timely and efficient manner
* Provide first class customer service to staff, volunteers, suppliers, and any other stakeholders
* Respond to and/or forward all internal and external enquiries in an appropriate and timely manner
* Collaborate with employees to resolve queries relating to payments received or due form members, delegates, candidates, and customers
* Work with the Accounts Assistants to ensure income / expenditure queries are answered in a timely manner
* Work with the Accounts Assistants to ensure that key supplier accounts are reconciled monthly
* Contribute to projects as required by your line manager
* Maintain and reconcile the petty cash float
* Ensure that cash, cheques, and credit card banking are banked promptly

**The Package**

This is a full-time, permanent position with a competitive employee benefits package, which includes (but is not limited to):

* 26 days of annual leave, plus bank holiday
* Private healthcare
* Up to 12% pension contribution
* Hybrid and flexible working
* Wellbeing hour once a week
* Cycle to work and employee discounts scheme.
* Training and development opportunities
* Access to Mental Health First Aiders and Employee Assistance Programmes

**About the College**

The Royal College of Anaesthetists is the professional body responsible for the specialty throughout the UK. We are the third largest medical royal college in the UK by membership. With a combined membership of more than 26,000 Fellows and Members, we ensure the quality of patient care by safeguarding standards in the three specialties of anaesthesia, intensive care and pain medicine.

At RCoA diversity, equality and inclusion is an integral part of our culture so it is important to us that this is reflected in everything that we do. We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status, or parental responsibilities to ensure we actively embrace an inclusive and representative culture that encourages, supports, and celebrates our differences.

Unfortunately, due to the volume of applications, we are unable to provide detailed feedback to candidates on their application. Only short-listed applicants will be contacted after the closing date.

If you have any questions or would like more information about this opportunity, please contact: ltimon@rcoa.ac.uk