



Royal College of Anaesthetists

## Assistant Accountant

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Directorate: Finance and Resources

Reports to: Financial Accountant

Band: B

### 1.1 Job purpose

This role provides a customer focussed finance support service to all College teams, with particular responsibility for ensuring that income for College and RCoA Trading Ltd activities are requested, received and accounted for in a timely manner and for credit control.

The Assistant Accountant works closely with all College teams in the collection of their respective fees or income and is the main point of contact for the operation of the online services booking system to ensure that all members, delegates, candidates and external customers receive excellent customer service.

This role is also responsible for reviewing and posting the daily banking journals and refunds prepared by the Accounts Assistants.

### 1.2 Key tasks and responsibilities

#### Fee Income

- 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
- Check and post daily banking journals prepared by the Accounts Assistants
- Collaborate with College teams to resolve payment queries and to follow up ongoing queries with the payee
- Maintain a central file for payments on query and review cases on a daily basis
- Check exam and event fee refunds prepared by the Accounts Assistants

#### Sales Ledger

- Ensure that invoices for room hire, catering and other services are raised promptly by the Accounts Assistants
- Act as credit control for the College and RCoA Trading Sales Ledger invoices

#### Subscriptions

- Lead the finance operational processes for the biannual collection of College, Faculty of Intensive Care Medicine (FICM) and Faculty of Pain Medicine (FPM) subscriptions, working with the Membership Engagement Team according to the billing timetable:
  - Create Direct Debit files to transmit via BACS
  - Process credit notes, invoices and refund requests on the finance system and reconcile debtors with the College database on a weekly basis

#### Other Duties

- Sort and distribute the daily post received into the team
- Manage the Finance Team email inbox; ensuring emails are dealt with in a timely and efficient manner

- Prepare the weekly catering journal
- Prepare the monthly College credit card expenditure journal
- Prepare journals on the Finance system, as required
- Review and post journals prepared by the Accounts Assistant, as required
- Assist in the preparation of the monthly management accounts and annual accounts as detailed in the departmental timetables
- Act as Account Leads for designated cost centres
- Maintain the College Contract Register
- Upload Finance documents to bob (the College intranet)
- Assist with the preparation, collation and input of payroll data on the College's providers system, as required
- Undertake such other reasonable duties as required by the Financial Accountant, Management Accountant, Head of Finance and Director of Finance and Resources

#### Relationship Management / Customer Service

- 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 from members, delegates, candidates and customers.
- Assist employees in following the College's financial procedures and regulations.

#### People Management, Relationships and Team Working

- 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 on a monthly basis.
- Lead departmental contact for event and exams bookings and subscriptions.
- Collaborate with other team members to provide a coherent and consistent level of service to internal and external customers.
- Ensure that there is adequate cover to meet College needs during core business hours.
- Provide absence cover to the Accounts Assistants.

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

- Maintain and reconcile the petty cash float
- Ensure that cash, cheques, and credit card banking are banked promptly
- Ensure that cash, cheques, confidential information and financial records are stored securely
- Observe and follow the requirements of the Data Protection legislation and/or General Data Protection Regulations (GDPR) when processing personal data

#### Project Delivery or Participation

- Contribute to projects as required by the Financial Accountant, Management Accountant, Head of Finance or Director of Finance and Resources.
- Lead on small projects delegated to you by the Financial Accountant and report on the outcomes.

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

- Demonstratable experience of working in an Accounts Administrator role, ideally with some supervision of junior colleagues
- Demonstrable knowledge of basic accounting and bookkeeping principles
- Experience of using Microsoft Office, in particular Excel and Outlook
- Ability to learn new processes and Finance systems
- Excellent communication skills, both written and verbal
- Excellent attention to detail
- Educated to GCSE level (including Maths), or equivalent

- A desire to study for an accountancy qualification

Signature: .....

Name: .....

Date: .....