



Royal College of Anaesthetists

Interim Head of Finance

Directorate: Finance and Resources
Reports to: Director of Finance and Resources
No. of Direct Reports: 2
Band: D

1.1 Job purpose

This is a senior interim role offering an opportunity to play a crucial role in the delivery of the College's finance function. This fixed term role will be vital in facilitating a smooth transition to a new Head of Finance.

This role is responsible for leading the Finance Team within the College and its trading company covering compliance for statutory reporting, accounts payable, accounts receivable and internal reporting, whilst establishing a solid foundation in business partnering and stakeholder engagement to drive valuable insights and opportunities relating to improved functionality.

The Finance Team safeguards the College assets and ensures that the financial resources are used as approved by the Board of Trustees by delivering a seamless financial service for the College.

This role will work and collaborate with internal and external stakeholders including:

- Executive Team
- Senior Management Team and other budget holders
- Finance and Resource Board members
- External Auditors
- College bankers and other financial service providers
- Finance system provider

This role is a key operational contact for the external auditors, the College bankers and other financial service providers.

1.2 Key tasks and responsibilities

Finance

- Oversee the annual financial cycle of work to manage and prepare the:
 - Annual budget
 - Monthly management accounts
 - Consolidated statutory financial accounts
- Prepare financial reports papers for the Finance and Resources Board (F&RB), Board of Trustees (BoT), management and external auditors as required
- Oversee and manage the financial processes around:
 - Payroll
 - Accounts payable
 - Accounts receivable
 - Subscription collection

- Contract Register and management of high value contracts
 - Fixed assets
- Maintain control of College and trading company's financial data and records as per policy and statute

Relationship Management / Customer Service

- Assist and advise the College's directors, service heads, other budget holders and Trustees on financial matters
- Manage the relationship with external audit

People Management, Relationships, Networking Responsibilities

- Oversee the management of the Finance Team, including direct line management of two-line reports
- Provide direction, support and constructive feedback for team members through regular 1:1 meetings
- Encourage and support direct reports and the wider team in their personal development
- Build a collaborative, mutually supportive and high performing team
- Manage underperformance effectively through open, transparent, and consistent processes
- Ensure team compliance with College policies
- Attend wider management meetings and work closely with peer group within the College and with other Royal Medical Colleges

Asset Management and Budgeting

- Comply with the financial regulations when managing and expending the Finance Team budget

Ledger Product Owner

- Be the product owner for the College accounting software and internet based financial services, ensuring access to these systems is controlled
- Act as lead for the creation of Q&A reports
- Ensure all employees within the Finance Team are adequately trained to use the accounting software and all other relevant College systems
- Oversee and manage the IPOS system

Other Duties

- Any other duties that might be reasonably required by the Director of Finance and Resources

1.3 Qualifications, skills, knowledge and experience

- Substantial post-qualification experience of leading a finance department, ideally in the charitable sector
- Demonstrable experience of preparing annual accounts
- Experience of relationship management with a ledger provider
- Experience of managing strategic changes in processes and policies
- Excellent interpersonal and communication skills
- Excellent IT skills including the use of the ledger (SUN) and MS Excel
- A track record of successfully delivering incremental improvements

Desirable:

- Extensive knowledge of the charitable regulatory and legal financial environment

Signature:

Name:

Date: