



Royal College of Anaesthetists

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

The Head of Finance is responsible for accounting for the activities of the Royal College of Anaesthetists and its trading company, in compliance with charitable and company accounting laws, rules and regulations, delivering timely auditable statutory financial reports

In doing so, you will oversee the financial function of the College taking the lead on internal reporting (management accounts and other reports), payroll, accounts payable and accounts receivable.

You will lead the Finance Team that safeguards the College assets and ensures that the financial resources are used as approved by the Board of Trustees.

The Head of Finance works and collaborates with internal and external stakeholders including:

- Executive team
- Trustees
- Senior Management Team and other budget holders
- External auditors
- College bankers and other financial service providers
- Finance system provider
- Other Royal College, Heads of Finance

This role is the lead 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, management and auditors as required
- Oversee and manage the financial processes around:
 - Payroll
 - Accounts payable (including credit cards)
 - Accounts receivable
 - Subscription and other fees 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
- Ensure up to date financial policy and processes through the annual review and revision of the College's Financial Regulations, Scheme of Delegation, Investment Policy, Reserves Policy and Fraud Protocols
- Oversee and manage treasury management, which includes (but is not limited to):
 - Be the main contact for College bankers
 - Be an authorised signatory to the College's bank accounts
 - Prepare the annual and monthly cash flows
 - Oversee and manage the cash held with the College's bankers, money market investments and fixed asset investments

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
- Main point of contact for payroll, banking, investments and other financial services
- Liaise with the College's insurance brokers on insurance matters, including renewal
- Check all statutory returns to external organisations

People Management, Relationships, Networking Responsibilities

- Oversee the management of the whole Finance Team, including direct line management of two-line reports
- 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 College strategy and College Business Plan
- 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

Strategic Project Participation and/or Responsibility

- Develop and tender financial services as and when required (banking, audit, insurance, payment services)
- Develop the new ledger so it remains fit for purpose

Product Owner

- Be the product owner for the College accounting software and internet based financial services, ensuring access to these systems is controlled
- 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 Finance & Resources Director

1.3 Qualifications, skills, knowledge and experience

- Substantial post-qualification experience of leading a finance department, ideally in the charitable sector
- Project management experience: both for financial matters such as the preparation of annual accounts but also for projects that enhance the IT capability of the finance function
- Experience of managing strategic changes in processes and policies
- Excellent IT skills including the use of the ledger and excel
- Excellent interpersonal and communication skills
- Qualified Professional Accountant

Desirable:

- Extensive knowledge of the charitable regulatory and legal financial environment

Signature:

Name:

Date: