**Role: Head of Finance**

**Salary: £74,775 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](mailto:ltimon@rcoa.ac.uk) by **Friday 01 November 2024.**

**About You**

We are searching for an accomplished financial professional leader, who can lead our Finance Team, delivering improvements that promote growth in both the team and the College growth.

Your previous experience should demonstrate your ability to prepare management accounts, leading to the submission of successfully audited annual accounts.

To deliver in this role you will need to be proficient in using a ledger (we use SUN) and MS Excel., have strong communication skills and a good understanding of charitable regulatory frameworks. If that is you, we'd love to hear from you!

**About the Role**

As the leader of our Finance Team, you'll oversee a variety of responsibilities including statutory reporting compliance, accounts payable, accounts receivable, and internal reporting. Your focus will extend to fostering strong business partnerships and engaging stakeholders to unlock insights and enhance operational efficiency.

Your role will be instrumental in safeguarding the College's assets and ensuring the responsible utilisation of financial resources as directed by our Board of Trustees. Join us in delivering a financial service that supports our College's mission and vision.

Duties include, but are not limited to:

* Oversee the annual financial cycle of work to manage and prepare the: annual budget, monthly management accounts and 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.
* Assist and advise the College’s directors, service heads, other budget holders and Trustees on financial matters.
* Oversee the management of the Finance Team, including direct line management of two-line reports, providing direction, support and constructive feedback to your line reports and the wider team.
* Be the finance team budget holder, complying with College financial regulations when expending your delegated budget.
* Be the product owner for the College accounting software and internet based financial services, ensuring access to these systems is controlled.

**The Package**

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

* 31 days of annual leave, plus bank holiday.
* Healthcare support through Benenden Health.
* Up to 12% employer pension contribution.
* Hybrid and flexible working.
* Wellbeing hour once a week.
* Cycle to work and employee discounts schemes.
* 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](mailto:ltimon@rcoa.ac.uk)