



Job Description

Section 1 – Description

Job Title: Accountant
Location: Royal College of Physicians of Edinburgh (RCPE), 11 Queen Street, Edinburgh
Reports to: Finance Manager
Date: October 2022

Section 2 – Job Purpose

The postholder will support the Finance Manager in preparing accurate and timely financial and management information and will work with key managers and stakeholders in a business partnering capacity to present financial information in clear and innovate ways and by doing so support decision making and improve overall College performance.

Section 3 – Organisation Chart



Section 4 – Dimensions

- Manage annual budgets and quarterly forecasts with turnover and costs both approximately £7.5m p.a.
- Payroll Services for approximately 75 staff
- Cash deposits of £5 to £6m
- Over 40 designated, endowed and restricted funds
- Work closely with a senior management team of four including the Chief Executive Officer

Section 5 - Main Responsibilities and Role

Financial and Operational Accounting

- Supported by the Finance Manager, generate and prepare annual financial accounts in line with recommended practice and regulation as set out by the charity regulator and accounting legislation and support annual audit processes.
- Maintain the primary accounting ledgers and other relevant operational financial processes and systems for College business and non-business activities in line with current policies and procedures. This will include includes all recording, reporting, payment and collection systems and processes.
- Working with the Payroll and Accounts Assistant, deliver operational payroll services, ensuring the College discharges its obligations to staff in terms of pay and pensions in accordance with HMRC and other payroll rules and regulations. Providing cover for the payroll and accounts assistant as required.
- Generate and prepare appropriate VAT and tax returns in accordance with appropriate HMRC requirements. This will include close liaison with HMRC and other professional bodies.
- Maintain banking and treasury deposit arrangements to ensure security of assets and identify short-term opportunities to raise funds from cash deposits.
- Maintain the records for the designated and restricted funds of the College and ensure that effective processes are in place to allocate resources to and from other funds.
- The College Accountant will have no direct line management responsibilities. However, they will be supported in their work by the other finance staff both senior and junior. There may also be an opportunity to pass on accounting skills and responsibilities to the finance staff.

Management Accounting and Business Partnering

- Working with the Finance Manager as well as senior and others managers prepare comprehensive annual and longer-term financial budget packs in line with operational and strategic goals to ensure managers can plan future activities within financial limits and monitor financial performance effectively. This will be at summary and department specific level.
- Interpret and communicate the financial performance of the College through the preparation of regular management accounts to monitor spending, costs and cashflow and to analyse the value of business activities. This will include preparation of quarterly forecast reporting packs and supporting commentaries to ensure the Finance Manager and relevant committees have a full understanding of financial performance throughout the year.
- Review and analyse departmental costs and support cost allocations with the aim of producing a full costing model for College activities to support current and future decision making.
- Review and analyse the current pricing models such as for educational and commercial events to ensure levels are appropriate within the market place and value for money is achieved.
- Review and analyse the use of the designated and restricted funds to ensure resources are in place to support planned activity or inter-fund charges and work with the Finance Controller/Manager to ensure effective use of this key resource.
- Develop and grow business partnering relationships with the senior management of the College and other stakeholders to support the monitoring of financial performance across departments, teams and business activities. This must be done in innovative and engaging formats with the aim of identifying where financial value exists or can be added.
- Support opportunities to grow and develop new business activities and streams by contributing financial data and analysis to support the business case.

Corporate Services Support

- Working in conjunction with the Venue Manager, maintain and monitor lease arrangements for tenants of the College. Provide financial support as and when required to renew or develop new lease arrangements.
- Provide administrative support to the Finance Manager on maintaining appropriate insurance cover for the College. This will be particularly important around relevant renewal dates.

General

- Preparation of adhoc financial management information as requested by the Senior Management Team and other stakeholders.
- To provide other adhoc support to the finance team and College as directed.

Section 6 – Planning and Organising

- Self-generate work streams although some will be directed by the Finance Manager.
- Plan and organise own workload ensuring key priorities are delivered appropriately, and deadlines met as agreed with the Finance Manager.
- Monitor, maintain and troubleshoot the financial systems and processes of the College to ensure they provide accurate and timely information and meet operational needs of the finance team and other departments.

Section 7 – Decision Making

The postholder will be responsible for day to day decisions in respect of the maintenance and monitoring of established financial systems and procedures and the nature and format of reporting to managers and stakeholders. They will also make decisions on the organisation of their workload and determining priorities. They will consult with the Finance Controller/Manager where developments or changes are proposed to systems, procedures and protocols.

Section 8 – Internal and External Relationships

Internal

Finance Manager and finance team
Senior Management Team and other College managers
Corporate Services department managers

External

Colleagues in other Colleges and the Federation of Physicians' Colleges
Other finance professionals including VAT advisors and auditors

Section 9 – Person Specification: Knowledge, Experience, Skills and Style Required

Essential

- Educated to degree level or equivalent, ideally in a financial or accounting subject.
- Holding or working towards a recognised financial or management accounting professional qualification e.g. CA, ACCA or CIMA, etc.
- Experience in a financial or management accounting role.
- Experience of completing a set of financial year end accounts, ideally in a charitable organisation.
- Experience of developing financial plans or budgeting.
- Experience of business partnering with strong problem solving and analytical abilities.
- Demonstrated capability and sensitivity in managing key business relationships.
- Excellent IT skills including use at a high level of office applications such as Word, Excel, Power Point, etc.
- Knowledge of SAGE accounting systems including SAGE payroll.
- The ability to analyse and interpret data and to summarise the relevant points quickly and effectively both in a written format and verbally.
- Self-motivated and proactive in taking action to resolve issues or deliver tasks.
- Desire to continuously improve processes.
- Good organisational and time management skills.

Desirable

- Experience of working in a charitable, professional membership or medical organisation.

Section 10 – Job Context and Special Features

This is an active financial role. In addition to passive reporting of financial data and performance, the postholder will be required to provide 'real time' financial support and analysis to other business professionals with an ability to communicate a message, understand their audience and deliver information in a clear, engaging and user friendly manner.