

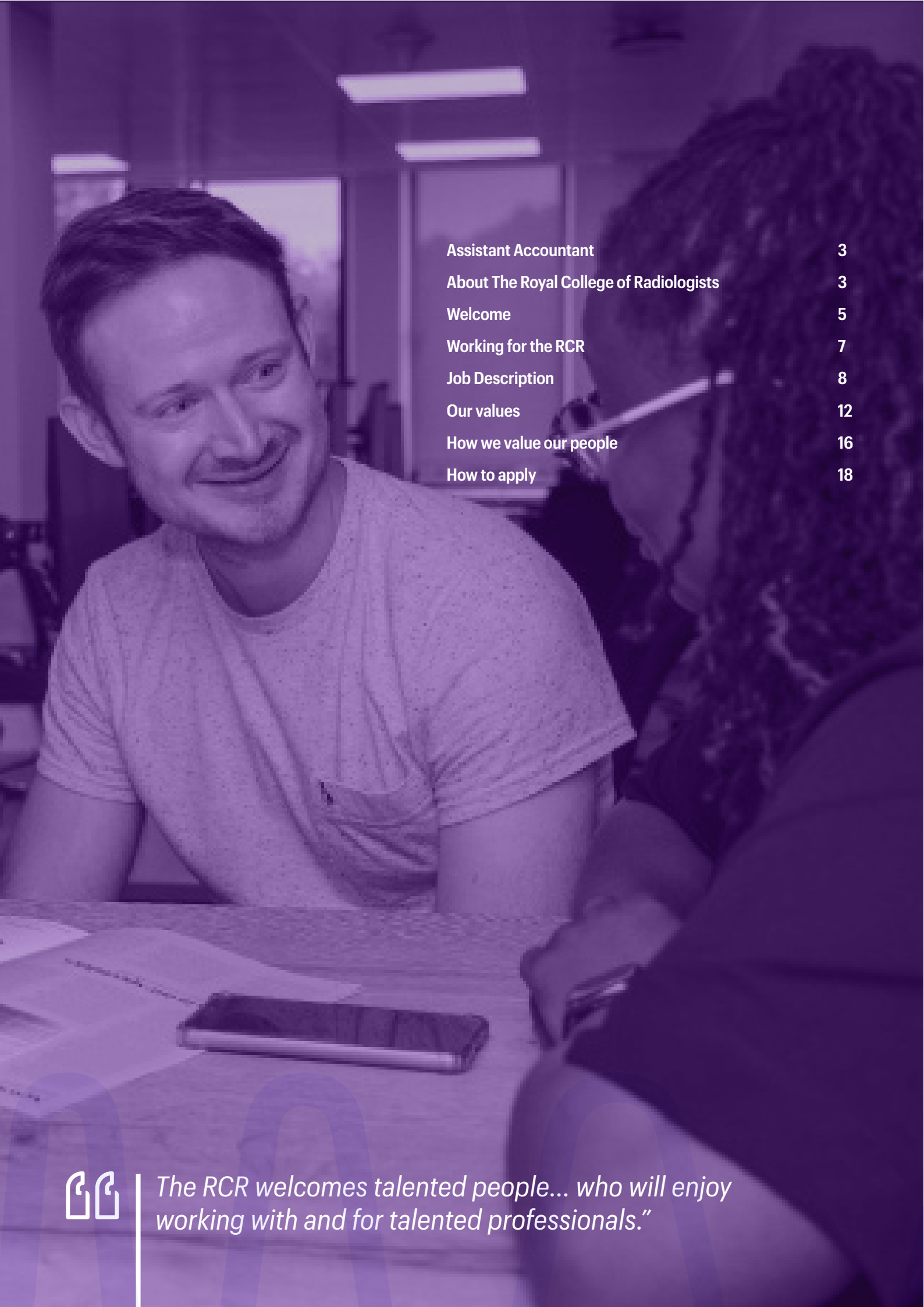


The Royal College of Radiologists

Assistant Accountant



The Royal College of Radiologists



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The RCR welcomes talented people... who will enjoy working with and for talented professionals."

Assistant Accountant

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|--------------------------------|--|
| Salary: | £31,824 per annum, with pay progression up to £36,435 per annum within two years employment, plus excellent benefits |
| Location: | Central London, with flexible working |
| Hours: | Full-time/35 hours per week |
| Contractual status: | Permanent |
| Closing date for applications: | 23:59 13 April 2025 |
| Interview date: | Shortlist interviews are scheduled for 22 April 2025 and selection interviews are scheduled for 25 April 2025. |

About The Royal College of Radiologists

Are you interested in making a real difference in the healthcare sector to improve imaging and cancer care for all?

At The Royal College of Radiologists (RCR), we're the leading professional membership body for clinical radiologists and clinical oncologists and a registered charity who educate and support doctors throughout their career. With over 14,000 members in the UK and internationally, together we're contributing to the advancement of each new generation of doctors and helping to improve patients' lives.

We require a broad range of skills and experience to deliver our strategic goal of increasing the clinical radiology and clinical oncology workforce, which will ultimately lead to improving imaging and cancer care services for all.

If you're inspired by our **strategy** and **values**, and are passionate about helping us meet our ambitious goals in an environment that celebrates differences, values diversity and recognises that everyone here plays a role in the success of the College, then we encourage you to consider a career at the RCR.



Welcome

Thank you for your interest in working with the RCR. I hope that you will find the information in this Candidate Pack useful, in addition to the content on our website: www.rcr.ac.uk

The last few years at the RCR have seen much growth and development. We have improved the range and quality of the services and support offered to our membership. We have grown the external profile of the RCR's work and increased awareness of the value of our medical specialities to patients and the public. We have created life-saving guidance and expanded our work globally to many different countries. We've revised how we train and examine our doctors to ensure they continue to be the best in the world, plus much, much more. We are ambitious to continue this success and build into the future.

Our Strategic Priorities from 2019 are:

Workforce

Support excellent, safe patient care by working collaboratively on team-wide standards across imaging and oncology. Define our doctors' professional needs for the future and shape sustainable workforce models for our patients and our specialties to realise them.

Be the experts

Highlight to the public and stakeholders the contribution our specialties make to safe, evidence-based and cost-effective patient care. Contribute meaningfully to the debate on the future of healthcare both in the UK and overseas.

Professional learning

Develop our educational offer to support our doctors to meet the challenges of practice, working with others where appropriate, sharing ideas where possible. Adopt new educational models rapidly to ensure continuing equity of access to high-quality products.

Membership value

Support all members and Fellows to deliver the best care for patients, for their entire career regardless of where or how they practice.

Our College

Shape a College that is demonstrably agile and responsive, accountable and open, supporting our specialties and the patients we treat.

The RCR is growing – in what we achieve, our income and our staff. We are a great team that focuses on improving the lives of patients through our doctors. Our culture is friendly and ambitious, underpinned by a continuing commitment to develop and support all our employees.

We are a *London Living Wage Employer* (www.livingwage.org.uk) not only for our employees, but also in respect of our contractors.

The RCR welcomes talented people who share our ambition, commitment who will enjoy working with and for talented professionals.

I look forward to hearing from you.

Yours sincerely



Working for the RCR

The RCR is a membership body and a registered charity. The trustee board is mainly made up of practising clinical oncologists and clinical radiologists and is accountable to the membership at large. Each specialty has its own Faculty which agrees policy and the range of support, advice and guidance offered to doctors in the specialty. The executives of the RCR are the eight Officers (doctors) who work closely with the senior management team (the Chief Executive and Executive Directors for Communications, Education, Professional Practice and Business and Resources) supported by about 100 other employees.

The Business and Resources Directorate/Finance Team

The Assistant Accountant role is the foundation for the work of the finance function in The Royal College of Radiologists. You will undertake the crucial role of managing the supplier approvals and payments including our corporate travel account, customer invoicing processes end-to-end, and performing bank reconciliations and posting information to the accounting system, dealing with day to day queries through the shared finance inbox as well as a

range of essential reconciliations to support the Management Accountant and month end processes. The role holder will work alongside the other assistant accountant in performing these tasks providing resilience and together ensuring all routine transactions and processes are completed in a timely and efficient manner. Supporting system administration is also included.

We are looking for a well organised individual who works well as part of a team in a high volume environment and is able to multi task and manage internal and external expectations. The role is varied and works across both RCR and across it's joint venture. You should have a strong work ethic. Whilst not essential, experience of using paperless or other invoicing software and Sage 200 professional accounting package would be preferred. To be successful, you will be able to communicate well online and face to face with colleagues at all levels. Appropriate training and support will be given to the successful candidate.

Where the job fits



Job description

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| Job title: | Assistant Accountant |
| Responsible to: | Head of Finance |
| Responsible for: | N/A |
| Contract terms and hours: | Permanent, full time |
| Location: | 63 Lincoln's Inn Fields, London WC2A 3JW with flexible working |

The role

Overall purpose

The Assistant Accountant role is the foundation for the work of the finance function in The Royal College of Radiologists. You will undertake the crucial role of managing the supplier approvals and payments including our corporate travel account, customer invoicing processes end-to-end, and performing bank reconciliations and posting information to the accounting system, dealing with day to day queries through the shared finance inbox as well as a range of essential reconciliations to support the Management Accountant and month end processes. The role holder will work alongside the other assistant accountant in performing these tasks providing resilience and together ensuring all routine transactions and processes are completed in a timely and efficient manner. Supporting system administration is also included.

Main areas of responsibility

- Finance function • Purchase ledger • Sales ledger • Credit control • Cash Books and bank • Credit cards
- TravelPerk • Finance inbox / general queries • Month end reconciliations

Responsibilities

a. Finance function

1. Have day-to-day responsibility for administering the accounting system to ensure that the user hierarchy is maintained that new users are set up appropriately and that rights for processing, reporting and workflow are assigned correctly.
2. Be responsible for the following daily, weekly and monthly detailed tasks to an agreed timetable:
3. Obtain management authority to pay expense claims and supplier invoices in a timely manner;
4. Record receipts and payments in the accounting system.
5. Check whether nominal ledger account codes are correctly supplied for all invoices/expenses and enter all purchase ledger transactions of expense claims and supplier invoices correctly.
6. Reconciling the RCR bank accounts accurately.
7. Produce relevant ledger reports and review with Management Accountant for sign off.
8. Attend promptly to colleagues', members', customers' and suppliers' queries.
9. Correctly file all finance paperwork ensuring appropriate archiving arrangement for all finance information to the agreed policy.

b. Purchase Ledger

10. Process all invoices and expense claims from receipt to preparation for payment.
11. Generate regular payment runs to agreed timetable modifying it as required to accommodate holidays and other disruption. Provide all suppliers with remittance advice.
12. Proactively follow up with users to ensure accurate and timely coding of spend invoices and that invoices are paid within supplier payment terms.
13. Reconcile all incoming supplier statements with the RCR purchase ledger and follow up any discrepancies until the issue is resolved fully.
14. Ensure ledger is kept up to date and tidy by running periodic reports and taking any necessary action.
15. Produce relevant ledger reports and reconciliations for approval of the Management Accountant.
16. Liaise with different suppliers i.e. hotels, recruitment agencies and external stakeholders to resolve payment queries and ensure payments are made efficiently and promptly.

c. Sales ledger

17. Distribute all sales ledger invoices as instructed.
18. Regular production and electronic distribution of statements to customers.
19. Ensure ledger is kept up to date and tidy, regularly checking for any allocations that may need completing.
20. Timely posting of receipts, usually weekly.
21. Produce relevant ledger reports and reconciliations for approval of the Management Accountant.

d. Credit control

22. Provide credit control to the business according to finance policies, actively engage with and enter in to and keep records of dialogue for all debtors.
23. Produce and publish weekly debtors report reviewing with the Management Accountant and budget holders as required. Follow up with users to ensure those users are chasing outstanding debts to RCR's terms. Intervent where debts are outstanding to resolve.
24. Liaise with the different departments in the RCR providing them with updates on debtors and requesting further information where needed.

e. Cash books

25. Ensure all bank reconciliations are performed in a time appropriate manner and to the RCR's standards.
26. Follow up on any old reconciling items on the reconciliation in good time to ensure the bank reconciliations are completed. Escalate reporting of discrepancies and initiate appropriate investigation.
27. Ensure all bank reconciliations are signed off in accordance with the appropriate procedures.
28. Manage bank accounts including the opening and closing of new/old actions.
29. Process Membership refunds through Sage pay and bank.
30. Send bi-weekly income statements reports to the Membership team.



f. Credit cards

- 31. Make applications for new credit card holders.
- 32.Process the credit card transactions.
- 33.Reconcile and post credit card transactions to the accounting systems.
- 34.Ensure credit card limits are reviewed and checked by the Head of Finance and Executive Director, Business and Resources and change limits within delegated authority.

g. General

- 35.Develop, maintain and deliver high quality training materials to all RCR internal and external stakeholders on financial applications. Seek and respond to feedback on the training to improve that training.
- 36.Maintain and manage records in accordance with the RCR’s data protection policy and guidance.
- 37. Maintain Standard Operating Procedure documentation on all own financial activities carried out ensuring colleagues are familiar with own processes and practices..
- 38.Manage day-to-day relationships with RCR’s financial operations suppliers (such as Travelperk Paperless, NatWest, Expense In, Stripe, Sagepay) ensuring that issues and problems are address or escalated internally if not.
- 39.Provide adhoc finance reports as required.
- 40.Undertake such other duties appropriate to the level of the post-holder’s qualifications and experience as may be required by the RCR from time to time.

Key working relationships

Internal working relationships

- Colleagues – providing support, working collaboratively, providing information
- Finance team and Directors – working collaboratively, working toward team goals

External working relationships

- Fellows and members – Providing guidance and support on expenses resolution
- RCR auditors – working collaboratively.
- Suppliers – providing information.
- Customers – providing information.



Scope and limits of authority

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| Decision making level | Authority to make decisions on day-to-day Finance tasks Everything else, as directed by the Head of Finance |
| Financial resources | Ability to check invoices and expenses and pass for authorisation. Financial processing across all areas of the RCR’s finances |
| Other resources | Sage 200 Posting into Sales and Purchase ledgers, Cash Books and running reports Expense In Sagepay Clear Spend Travelperk Portal Stripe Paypal |
| People management | N/A |
| Legal, regulatory and compliance responsibility | Compliance with: RCR’s Human Resources (HR) policies The Scheme of Financial, Contractual and Human Resources RCR’s Health and Safety Policy RCR policies and procedures for data protection |



The person

| Essential (E) or Desirable (D) | |
|--|---|
| Knowledge, qualifications and experience | |
| Experience of using a finance system, payment system and Microsoft applications, including experience of working in nominal, sales and purchase ledgers and cashbook | E |
| Experience of working in a finance team in a similar role | E |
| Experience of Paperless or similar invoicing system | D |
| Experience of working in a charity, Royal College or a non profit organisation | D |
| Experience of working with Sage 200 Professional | D |
| Skills and abilities | |
| Accurate use and understanding of English. | E |
| High level of accuracy and attention to detail | E |
| An ability to multi task and work to tight deadlines | E |
| Able to work effectively in a team environment under hybrid working | E |
| Effective oral and written communication skills | E |
| Self-starter, confident to initiate and progress work, knowing when to consult or involve others | E |

Other Requirements

- To be able to apply candidates must be able to also fulfil the following requirements:
- Candidates must have the right to work in the UK to be able to apply for positions at the RCR
 - Commitment to equality and valuing diversity and understanding of how this applies to delivery of own area of work
 - Commitment to the aims and charitable objectives of the RCR
 - Self awareness
 - Enthusiasm for learning and development and taking on new tasks
 - Committed to own continuing professional development.
 - Demonstrable commitment to providing a professional customer service to colleagues, members and stakeholders



Our values



People focus

We treat everyone fairly and with respect, actively listening and responding appropriately, while recognising individual differences.



Integrity

We are open, honest and transparent. We strive to reflect and learn from experience in every area of our work to deliver the right outcome.



Making a difference

We strive for excellence. We make a difference by setting standards and empowering our membership and our staff through personal development and lifelong learning.

We recognise that patients’ best interests underpin everything we do.



Behavioural competencies

The RCR's Competency Framework defines the behavioural competencies required from all staff to contribute effectively in their role and within the wider organisational team.

Communicating effectively

The success of the College depends on how it communicates with its membership and other stakeholders. Employees need to know their audience(s) and communicate with them in a way which meets stakeholder needs and expectations as far as possible.

Working together

The College's effectiveness and reputation depends on efficient and collaborative working, both within and beyond the team. This includes all employee colleagues, Officers, other Fellows and members and often others outside the College.

Personal effectiveness

The College is most effective when employees take ownership of their work, understand the context of that work, deliver effectively to achieve required results and demonstrate a positive attitude to taking on additional responsibilities or learning new skills.

Customer focus

We should all provide excellent services to all customers but notably to the membership and staff colleagues. Focusing on those and other customers, and understanding and responding appropriately to their needs, is key to the success and sustainability of the College.

Embracing change

We must all play a part in ensuring that the offer the College makes continues to be effective and relevant in meeting customer needs. This will involve changes to what we do and how we do it. We all need to play our part in embracing change.



How we value our people

Benefits

We offer all our employees a fantastic range of benefits to help you enjoy a great work-life balance, look after your wellbeing and plan for the future.

A modern and welcoming working environment

We've made sure our office in a prime central London location is a destination people want to come and work in – it's open-plan and spacious, with areas for meetings, collaborative working and concentrated workspaces. We also have kitchen facilities well-stocked with plethora of teas and two very fancy coffee machines for everyone to use

There are lots of things going on when you come in too, including learning and development sessions with doctors talking about their work, tea and cake get-togethers, free massages monthly and monthly town hall meetings where staff can share updates and ask questions. We even have our own social committee and organise regular fun events, which are a great way for you to get to know your co-workers.

Excellent pension scheme and life assurance

We like to help our staff save for the future and provide an excellent employer pension contribution. We also have a life assurance and personal accident policy which covers all employees up to four times their annual salary.

Hybrid working

At the RCR we only hire great people, and we value being able to bring everyone together to bond, build great working relationships and

generate amazing and innovative ideas.

We embrace remote working, and our staff are able to work remotely for up to 60% of their working time, with 40% in the office. All staff are provided with a laptop to allow them to work remotely, along with equipment such as desks and chairs to make sure they're comfortable when working from home. Our offices are open throughout the working week though, and staff are always welcome to come in as often as they wish.

Wellbeing support

We like to make sure everyone at the RCR is supported, both professionally and personally, so in addition to our excellent line managers and supportive HR team, we've invested in training a number of dedicated staff members passionate about mental Health as Mental Health First Aiders. We also provide an Employee Assistance Programme, that's has a 24/7 helpline so if you ever have any personal problems or concerns, there's always somewhere to turn for help and advice.

Generous annual leave allowance

Working hard is important, but taking a break matters just as much. Everyone starts with a 25-day annual leave allowance per year and that increases with service too.

Interest-free season ticket loan and cycle to work scheme

To make sure you're able to get into the office in the way that best suits you we offer all staff the option to take out an interest-free season ticket loan to help cover the cost of travelling, as well as a cycle to work scheme for those of us who like to be more active on their commute. If you



do choose to cycle in, we have somewhere safe to leave your bike and showers to use if you want to freshen up before work.

Festive spirit

We know taking a break at the end of the year is important to our team. To ensure everyone gets a well-deserved rest to spend time with loved ones, we usually close our office between the Christmas and New Year period – gifting the extra days off to all staff, in addition to their usual annual leave.

Making a real difference

In addition to all the great benefits we've listed above, we believe the main reason people want to join the RCR is because you also get to go to work knowing your role has an impact on the lives of doctors and patients.

Equality and diversity

Every day, our colleagues are making a difference by helping to improve imaging and cancer care for all. This starts by having the best talent, and that is only possible with a diversity of thinking, diversity of background and experience, and diversity of skills.

Diversity means better ideas, better solutions and more innovation. It's why one of our key priorities is to ensure our workforce reflects the communities we serve.

We're committed to creating an inclusive workforce and working environment for us all to enjoy – where everyone is able to bring their whole self to work to create change and reach new heights of creativity.

You can find our equality, diversity and inclusion commitment [here](#) as well as our equality and diversity policy [here](#).



Great purpose, great people, great working environment and clear direction of travel."

How to apply

The closing date for applications is 23:59 13 April 2025.

Please submit a CV and a covering letter (of no more than a page and a half) submitted as Full name, Role , CV/CL together with a completed, together with a completed [Diversity Monitoring Form](#).

It is important that your covering letter includes a clear statement in support of your application, which demonstrates how you meet the essential (and, where applicable, desirable) criteria described in the table entitled 'the person'.

We expect you to meet the points listed under "other requirements" of the Person Specification as a pre-requisite for applying for this position. However, you are not required to address these points in your written statement. We will explore them further if your application is taken to the next stage(s) of the recruitment process.

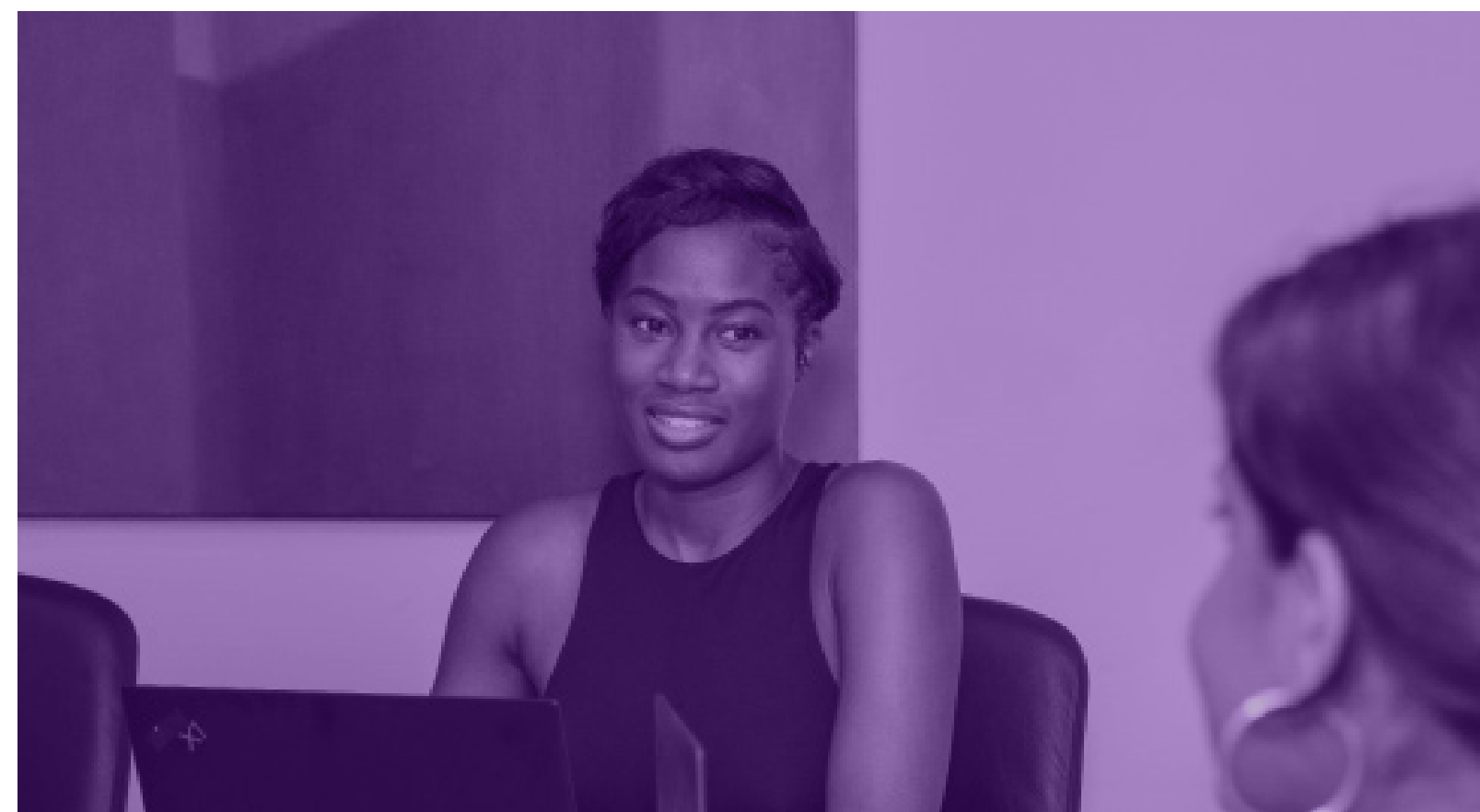
The application process is the first chance we have to assess your suitability for the role you're applying for, and as such, we ask that your application is written by you, and that you do not use AI tools such as ChatGPT to create your application. Where we suspect AI tools have been used to create your application you unfortunately won't be shortlisted for the next stage of the recruitment process. We hope that you respect this request in line with our value of integrity [Values & strategy | The Royal College of Radiologists \(rcr.ac.uk\)](#)

Applications should be emailed to jobs@rcr.ac.uk

If you have not heard further from the RCR within a fortnight of the closing date, you should assume that you have not been shortlisted for interview on this occasion.

Shortlisted candidates will be invited to attend first stage interviews on 22 April 2025.

If you consider yourself to have a disability and require a hard copy pack or a different format, for example large print, please contact the HR team at jobs@rcr.ac.uk





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