The Royal College of Radiologists

Job description and person specification

Job title: Finance Officer

JOB TASKS

- Finance function
- Support to the Finance and Business Manager
- Membership function

Finance Activities

1. Support the Finance and Business Manager in the conduct and development of the work of the Finance and Membership team.
2. Have day-to-day responsibility for managing the computing accounts system, currently Sage 200, including maintaining the purchase and sales ledgers, the nominal ledger and the cash book.
3. Be responsible for the following daily, weekly and monthly detailed tasks:
   3.1 Obtain management authority to pay expense claims and supplier invoices, in a timely manner by making weekly payment runs, usually by BACS or by cheque if necessary.
   3.2 Record receipts and payments in the Sage Line 200 accounting system, banking cash and cheques weekly or more often as required.
   3.3 Check whether nominal ledger account codes are correctly entered on income log forms; enter purchase ledger transactions of expense claims and supplier invoices.
   3.4 Reconciling the College bank accounts in a prompt and timely manner.
   3.5 Print relevant ledger reports.
   3.6 Issue salary slips to staff.
   3.7 Assist the FBM in month- and quarter-end tasks such as: balance sheet reconciliations, posting journals and the provision of management information for budget holders.
   3.8 Be the main point of contact in the College for non-staff payroll this includes liaising with: the outsourced payroll provider, examiners, invigilators and the internal examinations team.
   3.9 Take monthly facilities usage readings and maintain ongoing departmental summaries and post monthly journals.
4. Implement and maintain systems to ensure appropriate reconciliation of examination and meeting income.
5. Ensure the College franking machine has sufficient credit, and manage its operation.
6. Assist the FBM in leading the College to become a more risk aware organisation.
7. Administer the College legacy programme.
8. Attend promptly to members’ and suppliers’ queries.
9. Correctly file; invoices, income log forms, investment records, bank
statements, etc., ensuring appropriate archiving arrangement for all finance information.

Support to the Finance and Business Manager

7. Provide back-up to the FBM in the running of the monthly staff payroll, ensuring appropriate knowledge to be able to run payroll in their absence, including liaising with the outsourced payroll provider when necessary.
8. Provide assistance in supplying detailed information required for the production of College annual accounts, and have significant involvement in the construction of those accounts.
9. Provide support to the FBM during the annual Budget process.
10. Provide administrative support to the Finance & Investment Committee, including drafting agendas under the guidance of the FBM, distributing agendas & papers.
11. Maintain and update key sources of information.
12. Develop and maintain comprehensive documentation and desk notes covering the duties of the Finance Officer.
13. Act as the point of contact for correspondence etc. for the Treasurer.
14. Undertake such other duties appropriate to the level of the post holder’s qualifications and experience as may be required by the College from time to time.
15. Cover the work of other staff during their temporary absence and deputise for staff as appropriate.

Membership functions

16. Provide cross-cover for core membership processing; this will encompass answering membership queries, updating data and ensuring the accuracy and integrity of the membership database. There will also be a need to be competent in collecting subscription income, by different methods including BACS collections.

This cross-cover is mainly anticipated to be required at peak processing periods such as subscription renewal, and during staff absences.

Key working relationships

- Officers of the College and all College staff,
- Fellows and members of the College,
- Suppliers and others who may have queries of a financial or membership nature.

PERSON SPECIFICATION

Knowledge and qualifications
The post-holder will be numerate, well-organised, with good accounting and clerical skills and well versed in both oral and written communication. They should be able to work under pressure whilst exercising initiative, and have the ability to get on with a range of people, willing to provide a support function as well as setting priorities and adapting to a variety of different tasks.
Experience
2. Experience in computerised accounts using Sage 200 and Excel, including experience of working in nominal, sales and purchase ledgers and cashbook.
3. Experience of membership databases.
4. Experience of working in a similar-sized organisation.

Skills and Abilities
1. Ability to give meticulous attention to detail whilst working quickly and accurately under pressure.
2. Ability to prioritise work using a methodical approach.
3. Ability to plan and organise business activities.

Personal qualities
- Flexibility and a willingness to provide a support function are essential.
- A positive customer-orientated approach, centred on the provision of assistance and support to colleagues and others.
- Positive approach to the development and review of the role and processes.
- 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 College.