



POSITION PROFILE

Finance Manager (12
Month FTC)



The Organisation.....	3
The Opportunity.....	5
Preferred Candidate Background	7
Remuneration & Process	8





Established by Royal Charter in 1681, The Royal College of Physicians of Edinburgh's ("the Colleges") mission is to promote and improve the quality of health and patient care worldwide.

The College is an independent charity which enables a worldwide community of physicians and their teams to advance the health of the global population and planet for the long-term benefit of society. It is a progressive organisation committed to being the voice of its Fellows and Members, setting professional standards, influencing health policy, and promoting equality and human rights.

With c15,000 Fellows and Members in over 100 countries, we bring together an international community of inspirational physicians who strive to ensure that patients receive the highest standards of care by providing lifelong education and training opportunities. By pursuing clinical excellence and the best possible patient care, we are here to support and nurture the next generation of physicians.

To support our core mission and our ambition to be the College of choice for physicians and related specialties internationally, we have developed four strategic aims:

- To be the voice of the profession in shaping and influencing healthcare policy, maintaining and improving standards in education and training and informing the public about key healthcare issues
- To deliver lifelong learning to improve the practice of medicine by: delivering a programme of outstanding, accessible education; collaborating with other UK colleges and using our library and heritage resources
- To grow our college community by increasing Fellowship and Membership, promoting the value and benefits of belonging to an international community of physicians and their teams
- To set and maintain standards in healthcare governance

Our Values are what we stand for. They are our guiding behaviours and directly influence how we do what we do:

- To be inclusive and accessible
- To act with integrity and professionalism
- To be committed to sustainability

The College is committed to setting the standards for valuing **equality, diversity and inclusion** of gender, ethnicity, culture, sexual orientation and identity, age, language, disability, and religion, for participation in the College's activities, leadership, and governance. We are therefore committed to championing and advancing Equality, Diversity and Inclusion within the College and its membership by endorsing the core principles of:

- Creating an inclusive culture
- Promoting equity in medicine



The Organisation



- Addressing inequalities in health
- Addressing discrimination
- A Commitment to eliminating racism

The Federation of the Royal Colleges of Physicians is a collaboration between the three UK royal colleges of physicians: [Royal College of Physicians of Edinburgh](#), Royal College of Physicians and [Royal College of Physicians and Surgeons of Glasgow](#). With the key aim of supporting the education, training and assessment of doctors for the benefit of their patients, it develops and delivers services at every stage of a doctor's career including:

- Continuing professional development
- Examinations (Membership of the Royal Colleges of Physicians of the UK)
- Training (delivered via the Joint Royal Colleges of Physicians Training Board – JRCPTB)





The Finance Manager is a critical member of the Corporate Services team. The role carries responsibility for recording and maintaining accurate financial data in accordance with current accounting and charity standards and legislation. This will encompass delivery of both timely management accounting data, the preparation of annual financial accounts and the delivery of business support services to the College office bearers and business teams. The post holder will also act as line manager for a small finance team of three staff (will soon be 4) and manage a selection of corporate services for the College.

The purpose of this role is to maintain, manage, develop and advise on all aspects of the organisational financial systems and related accounting and regulatory activities. This will include recording and managing financial and payroll data in accordance with current accounting and charity standards and legislation and preparing, analysing and reporting on key financial data within the organisation and across all funds ensuring that office bearers, managers and related bodies receive timely, accurate and relevant information. The post holder will also act as line manager for the Finance Team and manage some specifically identified corporate services of the College.

Duties and Responsibilities:

- Working alongside the Treasurer and Director of Finance and Corporate Services to manage the operational delivery of financial services for the College with the support of the Finance staff
- Preparing annual financial accounts in line with recommended practice and regulation as set out by the charity regulator and accounting legislation and support the annual audit, ensuring an unqualified audit outcome. Returning required information to charity regulators
- Following consultation with the CEO, DCEO, Senior Management Team, Federation staff and others plan and coordinate the preparation of comprehensive annual financial budgets both at a summary and department specific level to ensure managers can effectively monitor financial performance
- Providing timely and accurate management accounting information reports on all funds and investments held or managed by the College on a monthly, quarterly or ad hoc basis to senior managers and other bodies to ensure effective financial control
- Providing timely and accurate accounting information on a quarterly basis to the Federation of Royal College of Physicians in accordance with their requirements. This includes reconciling information within the College and Federation databases to ensure inter-College charging is accurate. Also develop a positive working relationship with Federation teams
- Managing effective sales, purchase and nominal ledger and other financial services for all College business and non-business activities in line with College authorisation policies and procedures
- Managing comprehensive payroll services, ensuring the College discharges its obligations to staff in terms of pay and pensions and operates compliant services in light of HMRC and other payroll rules and regulations. The college uses a payroll bureau for processing and payment



- Managing the Group Personal Pension Scheme of the College including working with the HR Manager to ensure new and existing staff are fully aware of pension options available to them. Ensuring the College meets all pension auto-enrolment obligations as set out by relevant legislation and the Pensions Regulator
- Managing the VAT and tax affairs of the College including close liaison with HMRC and other professional bodies on behalf of the College
- Managing, monitoring, maintaining and developing the accounting IT systems of the College. This includes all recording, reporting, payment and collection systems and processes
- Appraising new financial technologies and systems and advising the Director of Finance and Corporate Services where appropriate changes or improvements can be made. Taking the lead on the implementation of new systems and technologies
- Managing banking and treasury deposit processes ensuring security of assets and identifying opportunities to raise funds from cash deposits for consideration by the Director of Finance and Corporate Services and implemented as agreed
- Managing membership subscription direct debit collection. This includes monitoring, maintaining and developing the collections process and associated IT systems and liaison with the Fellowship and Membership Dept on all related data and processes
- Handling the receipt of bursaries and legacies appropriately in keeping with good governance and to ensure that funds are allocated as required by charity regulation
- Maintaining the function and process for allocating resources to and from College endowment and restricted trusts and funds in accordance with instructions from budget holders and report on movements to relevant bodies (Committees, Office Bearers, managers, external organisations(etc.) on a timely basis as required through the budgeting process
- Providing management support to the Myre Sim Committee (small grant giving body)
- Managing lease agreements or their equivalents with all tenants of the College. Liaising with tenants and College legal representatives to ensure that agreements remain up to date and terms are observed
- Managing all administrative matters relating to utility contracts of the College including rates, supplies of heat, power and water. This will include putting in place processes for re-tendering of these services
- With the support of the Director of Finance and Corporate Services, working closely with appointed insurance brokers to ensure that sufficient insurance cover is in place in respect of all aspects of College business
- Managing the finance team including agreeing work streams and priorities and ensuring a culture of team working within the function, the Department and more widely across the College
- Providing management guidance and support to the Finance Team to ensure all financial services are delivered efficiently and effectively
- Assisting the Director of Finance and Corporate Services in monitoring the performance of the events business of the College by analysing cost, pricing, income and event data
- Providing other adhoc reports and financial support as directed



First and foremost, we are looking for a candidate with exceptional management and financial accounting abilities, with a high level of knowledge and accuracy, calm under pressure, and able to maintain effective working relationships with a range of stakeholders – both internal and external.

The candidate must be able to demonstrate a high level of business acumen and evidence of achieving results. They should also be skilful and confident within a charity organisation and have a proven track record in people management. Strong communication skills are required, and a proven ability to negotiate and influence at all levels of an organisation.

Working within a financial services framework, there is a need for independent working which requires excellent time management, planning and reporting skills and adherence to tight deadlines.

- Educated to degree level or equivalent and ideally, with qualifications in financial or management accounting systems
- A recognised professional accounting qualification (CA, ACCA, CIMA etc.)
- Demonstrate experience of working in a management accounting or financial management environment
- Ability to create and support management accounting systems (preferably with some charitable experience)
- Strong knowledge of SAGE accounting systems
- Excellent IT skills including use of the standard office applications (Word, Excel, Power Point, email/internet)
- Ability to present complex information effectively and accurately
- Demonstrate excellent verbal and written communication and presentational skills with the proven ability to liaise with and influence team members, internal and external contacts at all levels
- Demonstrable success of planning, budgeting and forecasting
- Decision taking skills
- Effective time management skills and ability to multitask and met deadlines
- Evidence of staff management experience plus ability to motivate and support teams
- The post holder must be a positive advocate for the College as a professional association and promote the wider role of the College for professionals and the public



Salary:	£57,040
Pension:	Private Pension (including 9% employer contribution)
Holidays:	Holidays: 23 - 28 days annual leave and 11 days public holiday/College close downs. Life assurance scheme. Long-term income protection scheme for those unable to work due to illness. Cycle to Work scheme. Discounted rates for use of the venue for personal events.

The Recruitment Process

The recruitment for this position is being managed by our advising consultants, Rutherford Cross. Rutherford Cross will conduct initial conversations prior to discussing candidates with the College at the shortlist meeting.

Interested candidates should provide a tailored CV and covering letter, outlining their interest and suitability, to mollieroerson@rutherfordcross.com.

Royal College of Physicians of Edinburgh is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

