



The Royal College of Pathologists

Pathology: the science behind the cure

August 2019

Dear applicant,

RE: Financial Controller

Thank you for your interest in working for the Royal College of Pathologists.

Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. The majority of tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

The Royal College of Pathologists is a professional membership organisation and registered charity with over 11,500 members who are doctors and scientists working in hospitals, universities and laboratories in the UK and overseas. We work with pathologists at every stage of their career – from setting curricula, organising training and running exams, to approving job descriptions, publishing best-practice guidance and providing continuing professional development.

The Financial Controller is a key role providing an excellent service to College members, reporting to the Chief Executive to ensure the financial compliance and management of the College, as well as subsidiary company, including our growing Events@no6 conference business.

The post holder will work closely with Trustee Board and the Senior Management Team, and is responsible for the management and development of the Membership and Finance team.

To apply, please complete an application form and email it to recruitment@rcpath.org. The deadline for applications is **Sunday 15 September 2019**. If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring questionnaire to enable the College to monitor the diversity of applicants: [RCPath Diversity Monitoring Questionnaire](#)

Interviews are scheduled for 25 September 2019.

If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6708, or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours sincerely,

Daniel Ross
Chief Executive and Director of Finance



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Job description

Job title: Financial Controller

Responsible to: Chief Executive

Responsible for: Membership and Finance Manager
Finance and Membership Officer
Membership and Finance Assistant

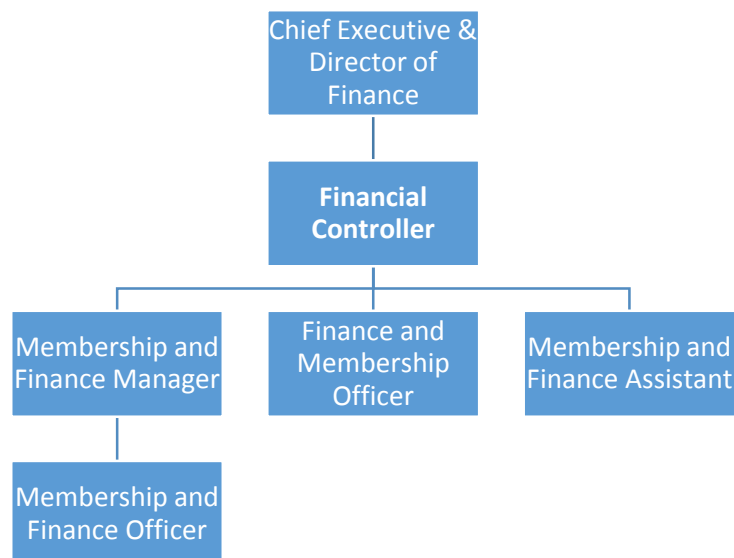
Introduction

The College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 11,500 members, all of whom are pathologists based in hospitals, universities and laboratories in the UK and overseas. The College's main tasks are to set and maintain training standards for doctors and scientists, to advise on the appointment of consultants, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings.

The College's mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development. This applies not only to the UK since the College is also a global organisation.

The Membership & Finance Department

The Membership & Finance department is headed by the Chief Executive, assisted by a Financial Controller. Reporting to the Financial Controller are (a) a Membership & Finance Manager, assisted by a Membership & Finance Officer, (b) a Finance and Membership Officer and (c) a Membership & Finance Assistant. The department is responsible for all the College's financial bookkeeping and accounting duties, as well as the complete administration of member services dealing with all matters relating to membership. The members of staff of the department are expected to deputise for each other in most areas of the department's work as and when required.



Main purpose

The Financial Controller is responsible for the accounting and financial management of the College and its subsidiary, for budgeting and reporting on financial performance, long term forecasting, cash management and projections, and for ensuring that the College remains compliant with all statutory financial regulations that apply to it.

The main responsibilities of the role are accounting and book-keeping, the preparation of the monthly management accounts, annual budgets (and longer term forecasts), year-end accounts and statements and ad hoc financial reports, and for overseeing the work membership administration of the College to deliver a high level of customer service.

Key duties

Financial aspects

- Oversee all College accounts and investments
- Prepare the statutory annual group accounts of the College and those of RCPATH Trading Limited in a timely manner following the financial year-end, and to arrange and liaise with the external auditors as necessary. This includes the production of the end of year file for the auditors.
- Produce monthly management accounts, commentary and other accounting schedules for review by the Chief Executive in accordance with the agreed timetable, identifying trends results and financial forecasts.
- Prepare quarterly financial reports required by the College's bankers in relation to the premises mortgage loan, for review by the Chief Executive in accordance with the timetable required by the bank.
- Produce the budgets and financial plans and explanatory briefing for approval by the Trustee Board. This incorporates not only the budget for the subsequent year but also the 4 years following that as part of the long term financial planning for the College, and working across all College departments and activities
- Financial forecasting and reforecasting as the financial year progresses. Liaison with senior managers and other managers regarding their actual financial performance against budget.
- Produce accounting schedules and reconciliations as required from time to time by the Chief Executive, Senior Management Team or Honorary Treasurer.
- Produce a monthly report for the Chief Executive on financial performance, including debtors, cash management, creditors, and other departmental KPI's.
- Proactive treasury management ensuring the maximisation of interest earned whilst spreading the risk of monies on deposit with various high quality financial institutions.
- Ensure that all major nominal ledger accounts are fully reconciled every month, with all journal entries posted in a timely manner.
- Review the nominal ledger structure on a regular basis.
- Produce detailed reports as required for restricted funds and projects.
- Produce and reconcile the quarterly VAT returns and submit to HMRC on time. Coordinate the production of the annual adjustment calculation prepared by the College's VAT advisors.
- Submit corporation tax returns for RCPATH Trading Limited.
- Conduct reviews and evaluations for cost reduction.
- Liaise with the payroll bureau to ensure that staff are paid in accordance with College policy. Review monthly outputs from the bureau to ensure accuracy, and to perform monthly payroll reconciliations.
- Liaise with the College pension scheme as appropriate ensuring all information is transferred and reconciled, and that payments are made in a timely manner.
- Ensure relevant PAYE and National Insurance legislation is complied with, liaising with the payroll bureau who completes the end of year tax returns and submits them on time to HMRC.

Departmental financial aspects

- Ensure all transactions relating to membership subscriptions, examination fees, events and assessment income are processed and to ensure these are reconciled on a monthly basis.
- Ensure sales ledger invoices are produced on a timely basis, and that monies received are banked promptly. Chase outstanding sales ledger debtors after 30 days non-payment, and follow up to ensure payment is received.

Membership aspects

- Overseeing and supporting the Membership & Finance Manager to plan and deliver the membership aspects of the department in line with the overall Membership & Finance department plan. This will involve providing a high level of customer service to members, processing subscriptions and fees, maintaining accurate CRM records, reports and analysis of membership data, and processing applications and membership correspondence.

General Duties

- Recruit, induct, support and manage performance of the team to deliver the plan, in line with College policies and procedures.
- Planning and managing the work of the department to ensure deliverables and deadlines are met
- Ensuring the team works together to deliver the College strategy and objectives
- Line management of the Membership & Finance Manager, Finance and Membership Officer and Membership & Finance Assistant
- Manage the team and individual performance and support continuous professional development for team members
- Promote regular and transparent communication, keeping staff up to date with changes that affect them, and encouraging staff involvement
- Develop the use of information technology within the financial and membership systems.
- Keep under review and up to date the College's standing financial instructions / financial procedures
- To provide financial support and training to budget holders and managers
- To keep up to date with statutory regulations, guidelines and best practice for the financial management and reporting relating to charities
- To act at all times in a manner consistent with the College's management standards and values and behaviours
- Any other duties appropriate to the post that may be requested by the Chief Executive or Honorary Treasurer.

Scope and Accountability:

The Financial Controller is responsible for planning and prioritising the work of the department to meet the various weekly, monthly, quarterly, and annual deadlines. The post holder is responsible for meeting these strict deadlines, some of which are determined by statute, managing competing and changing priorities.

The Financial Controller will resolve standard and complex problems personally including technical accounting issues, referring more complex problems to the Chief Executive or external consultants (e.g. the College's VAT advisors). The post holder will use their financial and accounting knowledge to recommend solutions to managers and staff relating to finance.

The Financial Controller should have regard to improvements that could be made to systems and processes, with input and suggestions as to how they can be improved and how best use can be made of technology for the benefit of the department and the College.

The Financial Controller will lead on the production of budgets and forecasts across all areas of the College operation, monitor and analyse performance against the agreed budgets, performing reforecasting at regular intervals

Key Relationships:

The Financial Controller works closely with managers and staff in all departments, and with the Honorary Treasurer and other trustees. Additionally the Financial Controller will work with the College's auditors, specialist advisors (such as the VAT advisor), major suppliers (such as the contract caterer), other suppliers and customers, members and external consultants.

Person specification – Financial Controller

Requirements	Essential	Desirable
Knowledge / Qualifications / Experience		
Educated to degree level or equivalent	✓	
Finalist level or fully qualified ACA/ACCA/CIMA/CIPFA	✓	
Experience of producing management accounts	✓	
Experience of producing statutory accounts	✓	
Experience in a finance management role including maximising income and reducing costs across an organisation.	✓	
Experience of identifying improvements and implementing change in a finance department	✓	
Experience of managing, leading and developing staff	✓	
Knowledge of the charities SORP and charities accounting		✓
Use of Sage 50 accounts		✓
Experience of working in a membership organisation		✓
Experience of working with membership or customer relationship type databases including querying and reporting		✓
Skills / Abilities		
Advanced Microsoft Excel skills	✓	
Strong analytical and financial interpretation skills	✓	
Excellent written and verbal communication skills, with the ability to negotiate, advise and influence.	✓	
Ability to explain complex financial information and processes to non-finance colleagues	✓	
Ability to plan and manage a busy and complex individual and team workload, and to cope under pressure at times	✓	
Good organisational and time management skills with ability to meet deadlines.	✓	
Ability to take responsibility both individually and as part of a team	✓	
Ability to maintain confidentiality	✓	
Personal Qualities		
Very high level of attention to detail and accuracy	✓	
Flexible and calm approach due to tight deadlines	✓	
A proactive 'can do' attitude	✓	
Champion of change management	✓	
Creative thinking and problem solving	✓	
Commitment to a customer focused culture	✓	
Commitment to equality and diversity and understanding of how this would apply to own role and responsibilities	✓	
Willingness to support the team and carry out routine tasks where necessary	✓	

Working for the Royal College of Pathologists

We offer a supportive working environment, promoting values of quality service, teamwork and partnership. We offer the following benefits to employees:

Competitive Salary	This role is grade 6, with a starting salary of circa £48,000-£50,000 per annum, and competence-based pay progression up to £54,621 per annum.
Hours	Standard working hours are 35 hours per week, Monday to Friday, 7 hours per day. Individual working patterns can be agreed starting work from 8am-10am, and finishing between 4pm-6pm.
Annual Leave	25 days per annum, plus bank holidays, increasing with length of service.
College Closure Days	The Trustee Board every July decides whether it will close the College between Christmas and New Year.
Employee Discount Scheme	The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.
Pensions	The College participates in the Superannuation Arrangements of the University of London (SAUL) a career average defined benefit scheme. Currently, the employee contribution is 6% of salary and the employer contribution is 16% of salary.
Interest-free season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
Employee Assistance programme	Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.
Learning and Development	The College offers learning and development opportunities for all members of staff
Maternity Pay	Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.
Paternity Pay	Two weeks full pay.
Flexible Working	Flexible working is supported.

This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.

Values & Behaviours

Delivering the best Quality Service through Teamwork & Partnership

Teamwork – achieve excellence by working together	
Behaviours: <ul style="list-style-type: none">• Personal responsibility.• Leadership.• Team working.• Open communication	We will . . . <ul style="list-style-type: none">• Take responsibility for own and team performance.• Provide leadership by setting the example, giving direction and guidance, and having the ability to listen and adjust.• Be responsive in our approach to objectives, tasks and actions placed on us.• Work collaboratively with others in the best interest of the College.• Value the time and contribution of others by being punctual, professional and delivering on commitments.• Listen, share information encourage and support each other.
Service – we support members to deliver the best patient care	
Behaviours: <ul style="list-style-type: none">• Prioritise needs of pathologists, patients and the public.• Partnership.• Integrity.	We will . . . <ul style="list-style-type: none">• Help our members wherever and whenever we can.• Engage and advise at every level for the benefit of patients, the public and the profession.• Deliver impartial and accurate advice even when that is uncomfortable.• Act with integrity in all that we do.• Work constructively in partnership with other organisations for the benefit of patients and the profession.
Ambition – we aspire to provide the best quality services and lead innovation for pathology	
Behaviours: <ul style="list-style-type: none">• Accuracy.• Efficiency.• Transparency.	We will . . . <ul style="list-style-type: none">• Invest in our officers, directors, chairs and staff so they can do their job well.• Be passionate about supporting and improving healthcare through the work of the pathologist.• Promise only what we can deliver.• Deliver products and results – right, first time.• Have the courage to explore, suggest and implement change that improves our work and outputs.

Managing people at The Royal College of Pathologists

This guidance sets out your responsibilities as a line manager at the College.

This has been developed with reference to:

- values and behaviours (teamwork, service, ambition)
- management capabilities (2014)
- Investors in People version 6 standards
- criteria for competence assessment

Managing work	
<p>You are responsible for ensuring that the work of your team is delivered to plan.</p> <ul style="list-style-type: none">• define the work that needs to be delivered• plan and budget to ensure the right resources, people and skills• allocate roles and resources	<ul style="list-style-type: none">• Teamwork: We will take responsibility for own and team performance.• Ambition: We will promise only what we can deliver.• Ambition: We will deliver products and results – right, first time
Managing performance	
<p>You are responsible for ensuring that people's work is linked to College objectives and for managing performance.</p> <ul style="list-style-type: none">• set clear objectives and expectations• provide guidance and direction• give regular feedback on performance• give regular praise so that individuals feel valued• assess competence as part of the performance and development review process• apply College policies and procedures• where necessary, address poor performance or inappropriate behaviour	<ul style="list-style-type: none">• Teamwork: We will take responsibility for own and team performance.• Teamwork: We will provide leadership by setting the example, giving direction and guidance, and having the ability to listen and adjust.• Ambition: We will deliver products and results – right, first time.
Leading people	
<p>You are responsible for leading people to work together to deliver College plans.</p> <ul style="list-style-type: none">• keep your team up to date with the bigger picture and future priorities• encourage collaboration with other teams across the College• develop and maintain a positive working environment• act as a role model to promote College values and behaviours• involve your team in new developments and plans	<ul style="list-style-type: none">• Teamwork: We will provide leadership by setting the example, giving direction and guidance, and having the ability to listen and adjust.• Ambition: We will be passionate about supporting and improving healthcare through the work of the pathologist.

Developing people	
<p>You are responsible for supporting the learning and development of staff in their roles.</p> <ul style="list-style-type: none"> • identify and share learning to avoid repeating mistakes • share your own experience and expertise with others • discuss learning and development in one to one and PDR meetings • encourage staff to undertake learning and development activities • provide support through coaching • trust staff to take responsibility in line with their role 	<ul style="list-style-type: none"> • Teamwork: We will listen, share information, encourage and support each other. • Ambition: We will invest in our officers, directors, chairs and staff so they can do their job well.

Communication and involving people	
<p>You are responsible for promoting good internal communications and encouraging staff involvement.</p> <ul style="list-style-type: none"> • encourage regular two-way communication in one to one and team meetings • actively encourage staff ideas and suggestions • consider suggestions from your team and provide feedback • share information with your team about your work, the College and health sector • promote good teamwork and transparent communications • share information and plans with all stakeholders, including your manager 	<ul style="list-style-type: none"> • Teamwork: We will work collaboratively with others in the best interests of the College. • Teamwork: We will listen, share information and encourage and support each other. • Service: We will work constructively in partnership with other organisations for the benefit of patients and the profession.

Managing change	
<p>You are responsible for managing change and supporting others to manage change.</p> <ul style="list-style-type: none"> • adjust team plans and activities in response to change • anticipate the impact of change on the work of colleagues, teams and staff • work collaboratively to implement change • remain open-minded and embrace change in a positive manner • support your team to overcome resistance to change 	<ul style="list-style-type: none"> • Teamwork: We will be responsive in our approach to objectives, tasks and actions placed on us. • Ambition: We will have the courage to explore suggest and implement change that improves our work and outputs.