



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: Assistant Business Accountant

Department: Finance

Reports to: Corporate Business Accountant

Key relationships:

Colleagues within the finance department

Colleagues with budget responsibility in the assigned RCN directorate(s).

External stakeholders e.g. Auditors

Hours: 35 hours per week

(Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)

Grade: G

London Weighting: Inner London

Location: RCN UK HQ Office (London)

JOB PURPOSE

To produce regular monthly financial management reports and analysis for Senior Management and other budget holders within assigned directorate(s).

To support the Business accounting function in its provision of expert advice and support on financial matters to directorates and budget holders by the provision of accurate financial information, effective monitoring of budget performance, analysing variances and investigating queries.

KEY RESPONSIBILITIES

1. Management responsibilities

1.1 This role has no line management responsibility.

2. Projects

- 2.1 Assist in the development of the Finance System (currently Open Accounts).
- 2.2 Contribute to the improvement of processes and procedures within the Business accounting function and ensure process documentation is kept up to date.
- 2.3 Work collaboratively with staff from other finance functions and departments to develop and maintain processes to ensure all transactions are correctly coded and processes are appropriately documented.
- 2.4 Promote the RCN as the organisation that represents nurses and nursing, promotes excellence in practice and shapes health policies.

3. Financial responsibilities

- 3.1 Provide guidance and training to budget holders, administrative and project staff as necessary to support their compliance with the RCN Financial Regulations and the published processes for budget cycle, forecasts, and financial year end.
- 3.2 Effectively communicate information regarding departmental financial performance to Senior Business Accountant and the appropriate departmental staff.
- 3.3 Contribute to the development and achievement of the aims and objectives of the Business Accounts team whilst working in collaboration with the wider finance department.
- 3.4 Build an understanding of the financial and management information needs of budget holders and managers.

4. Specific role responsibilities

- 4.1 Prepare and distribute monthly management accounts to Senior Management and other budget holders to an agreed timetable including monitoring expenditure against budget and all corrections, accruals, deferrals and prepayment journals.
- 4.2 Identify and investigate main variances and raise any potential and significant issues with Senior Business Accountant and the budget holder.
- 4.3 Create and maintain Excel spreadsheets used by the business accounts team to support the budget and forecast processes.
- 4.4 Assist the Senior Business Accountant with the preparation of the directorate's budgets and forecasts by providing the information and analysis required and collating information received from budget holders.
- 4.5 Produce and distribute ad-hoc reports from the accounting system.
- 4.6 Undertake analysis of income and expenditure as directed.
- 4.7 Take an active role in regular monitoring meetings with budget holders and the Senior Business Accountant ensuring all participants have the necessary information and potential issues are highlighted and addressed.
- 4.8 Provide a full management accounting service including budgeting, forecasting and regular management information for specific functions within a directorate.

4.9 Liaise with internal and external audit staff as required.

5. Additional responsibilities

5.1 Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.

5.2 Champion equality, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group Equality, diversity and inclusion statement.

5.3 Comply with the RCN Data Protection Policy, Retention Schedule, and department procedures to ensure personal data is protected at all times.

5.4 Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN. Promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies.

5.5 Undertake any other duties as requested in line with the job role.

Job description updated by:
Marika Ruddick, Manager Business Accounts
12/06/2023