



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: Institute Finance Manager

Department: Finance

Reports to: Head of Finance

Key relationships:

- Head of Finance
- RCN Group Chief Financial Officer
- Director of the RCN Institute of Nursing Excellence
- RCN Business Director
- Manager Business Accounts
- Financial Controller
- Institute senior managers
- POD senior managers

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: D

London Weighting: As applicable

Location: RCN UK HQ

JOB PURPOSE

The post holder is the main finance point of contact for the RCN Institute of Nursing Excellence and will provide support and guidance to the Director of the RCN Institute of Nursing Excellence and the senior team. The postholder is responsible for overseeing the financial management and performance of the day-to-day activity of the Institute as well as ensuring adherence to the RCN financial control framework. They will work closely with the Head of Finance and other senior finance roles to prepare statutory returns, develop commercial income streams, and provide management information as appropriate. The postholder is responsible for monitoring the Institute's financial performance against targets and returns and will utilise best practice tools and methods as appropriate.

KEY RESPONSIBILITIES

1. Management Responsibilities

- 1.1. Responsible for the matrix management of income generation and commercial activities across the RCN Institute of Nursing Excellence.
- 1.2. Matrix manages finance colleagues with regard Institute activity to ensure compliance with Financial Control frameworks and statutory compliance.
- 1.3. Provides guidance and supervision to colleagues within the Institute on finance related matters.
- 1.4. Leads on a variety of finance related projects within the RCN Institute of Nursing Excellence.
- 1.5. Leads finance department tasks and activities as required.
- 1.6. Member of the finance senior management team.
- 1.7. Member of the Institute management team.
- 1.8. Deputise for Head of Finance as required.

2. Development Responsibilities

- 2.1 Takes a proactive role in the development and maintenance of effective finance systems and processes ensuring the needs of Institute activities are incorporated as appropriate.
- 2.2 Responsible for ensuring the needs of Institute activities are incorporated into the RCN chart of accounts and reporting frameworks as appropriate.
- 2.3 Develops and maintains effective ways of working between Institute and Finance colleagues.
- 2.4 Working with Finance, IT, HR, and other teams as appropriate develop methodology and systems for income collection and data recording and analysis.
- 2.5 Develop and deliver training and workshops to those working on Institute activities in line with the RCN financial control framework and statutory compliance.
- 2.6 Responsible for maintaining up to date knowledge of relevant accounting and statutory regulation both in the UK and other jurisdictions in which the Institute may undertake activity.

3. Financial performance achievement and monitoring

- 3.1 Working closely with senior finance and Institute colleagues to develop appropriate targets and budgets for Institute activity ensuring compliance with any organisation wide assumptions and deliverables.
- 3.2 The postholder working closely with the Director of the RCN Institute of Nursing Excellence and the RCN Business Director will co-produce tender submissions and monitor performance and delivery for successful tenders.
- 3.3 Working closely with the Director of the RCN Institute of Nursing Excellence and RCN Business Director, develop and manage income generation pipelines.
- 3.4 Ensure all Institute income generation activities are appropriately costed and meet required profit margins and return on investment criteria.
- 3.5 Working closely with senior Institute, POD and finance colleagues, ensure appropriate resourcing models are developed and implemented to deliver contracts and programmes to agreed service levels and timeframes.
- 3.6 Prepare detailed projections, investment appraisal and trends analysis utilising best practice tools and techniques for all Institute income generation activities.
- 3.7 Working with senior finance and Institute colleagues, develop performance reporting dashboards which are used to track performance of all key income and activity streams, understand the reason for any deviation and propose resolution.
- 3.8 Work closely with the business accounts team to ensure compliance with the relevant budgeting and forecasting guidance, and that the information included within the monthly management accounts is accurate, relevant, and timely.

4 Compliance and statutory reporting

- 4.1 Working with finance colleagues, ensure the impact of potential and current income generation on UK and International regulatory matters including but not limited to accounting regulation, TAX, and VAT is understood and adhered to by RCN Institute staff.
- 4.2 Work with finance colleagues to develop and utilise appropriate reporting and other tools, which allows effective reporting by income stream for inclusion in the quarterly RCN VAT returns, Corporation tax returns and other returns as required.
- 4.3 The postholder will be responsible for working with the Financial Accounts and Treasury Manager and other finance roles to ensure VAT treatment relating to all Institute activity is appropriate and accurate.
- 4.4 Ensure appropriate mechanisms are in place to ensure compliance with specific requirements of individual contracts, income generation and overseas institute activity.
- 4.5 Ensure reporting and other finance related requirements related to

individual contracts are accurate and submitted within agreed deadlines.

- 4.6 Work with the Director of the RCN Institute of Nursing Excellence and RCN Business Director to prepare funder reports as required.
- 4.7 Working with the Financial Controller, Manager Business Accounts and Head of Finance, as appropriate ensure Institute activity is appropriately reflected in the statutory annual report and accounts.
- 4.8 Act as a key contact for both internal and external auditors as appropriate.

5. Communication and strategic duties

- 5.1 Works closely on a day-to-day basis with Financial Controller and Manager Business Accounts.
- 5.2 Act as a conduit between the finance and institute teams.
- 5.3 Ensure the impact of Institute activities on the finance department are clearly communicated and where appropriate escalated to the Head of Finance and Chief Financial Officer.
- 5.4 Act as the voice of the Institute in finance meetings, ensuring the needs of the Institute are understood by finance staff.
- 5.5 Act as the voice of finance in Institute meetings, ensuring the Institute is compliant with the RCN control framework.
- 5.6 Works closely with POD and Institute colleagues with regard to recruitment and people resourcing matters.
- 5.7 Key contact for Institute staff on finance related matters.

6 Strategic duties

- 6.1 Draft specific committee and board papers as required.
- 6.2 Represent the Finance department at Committee and Board meetings as required.
- 6.3 Contribute to the setting of finance department operational plans, aims and objectives and the overall.

7. Additional responsibilities

- 7.1 Treat colleagues, members, customers, and others with respect in line with our values and Our Respect Charter.
- 7.2 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.
- 7.3 Comply with the RCN Data Protection Policy, Retention Schedule, and department procedures to ensure personal data is always protected.

- 7.4 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.
- 7.5 Undertake any other duties as requested in line with the job role.

Job description written by:
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