



Royal College of Surgeons of England

ADVANCING SURGICAL CARE

Job Title	Associate Finance Business Partner
Salary	£30,000 – £39,000 dependent on experience
Contract Type	Permanent, Full-time
Location	Hybrid / Holborn

About us

The Royal College of Surgeons of England is one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

About the role

The Royal College of Surgeons of England is looking for an Associate Finance Business Partner, working as part of the Finance Business Partnering team to deliver a high quality finance service to all business areas of the College in the following areas of corporate performance management (CPM):

- Strategy development and 'deep-dive' analysis
- Business planning, budgeting and forecasting
- Reporting and performance analysis
- Decision support and business case development

This role will have a portfolio of relatively straightforward departments, allocated by the Head of Finance Business Partnering (HoFBP), for which this role is the primary finance link and support for the above processes.

Responsibilities

Strategy & Leadership

- Support the broader strategy development process by providing financial support to portfolio heads for the 'deep dive' process;
- Maintain links with peers and engage with networking groups to identify improvements in best practice in CPM.
- People and Management (including self-management)
- Identify, and self-assess performance against, appropriate annual goals as part of the performance review process.

Customer Service

- Act as an exemplar of a culture of customer service and continual improvement;
- Engage, and maintain good relations with, colleagues across the College.

Finance

- Lead the annual budget and in-year forecast and the monthly (to EDT) and quarterly (to FIC) performance reporting processes for own portfolio, covering, where relevant:
 - Income and expenditure;
 - Balance sheet;
 - Capital expenditure;
 - Endowed and restricted funds;
- Perform necessary periodic income or expenditure reconciliations to allow accurate reporting of the departmental financial results;
- Act as first contact to the portfolio heads for decision support and business case development for investment or strategic decisions, and refer to the HoFBP for support;
- Identify opportunities to improve processes, systems or reports;
- Identify opportunities to increase revenue, reduce costs or improve value for money or customer experience within portfolio departments.

Governance & Risk

- Support the audit process by responding in a timely way to all queries for external or internal auditors;
- Review, with the rest of the business partnering team, any audit findings and propose and implement solutions to identified weaknesses;

- Support the HoFBP in identifying, measuring and monitoring financial risks for own portfolio;
- For each major budget or forecast develop a schedule of risks to the achievement of the planned financial outcomes for own portfolio.

Systems & Data

- Assist in accounting system developments and implementations.

Other

- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as may be assigned by the HoFBP or Executive Director, Finance;
- The post-holder is expected to represent the College in a professional manner and ensure their own continuing professional development.

About you

- Willing to study for AAT or a CCAB professional accounting qualification with a commitment to complete the exams
- Experience in the finance function of a similarly-sized organisation
- Experience in a not-for-profit organisation (desirable)
- Experience in a professional membership organisation (desirable)
- A self-starter able to work independently and effectively manage multiple priorities during busy periods
- A team player – effectively collaborates and supports other team members
- Good IT skills in both Excel and finance systems
- Communication skills:
 - Taking the time to listen and understand
 - Able to communicate effectively to non-financial colleagues

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

Interested Candidates:

If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rceng.ac.uk

Closing date: 29 January 2025

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, nationality, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.

Please note that this advert may close early if we reach the maximum applications