

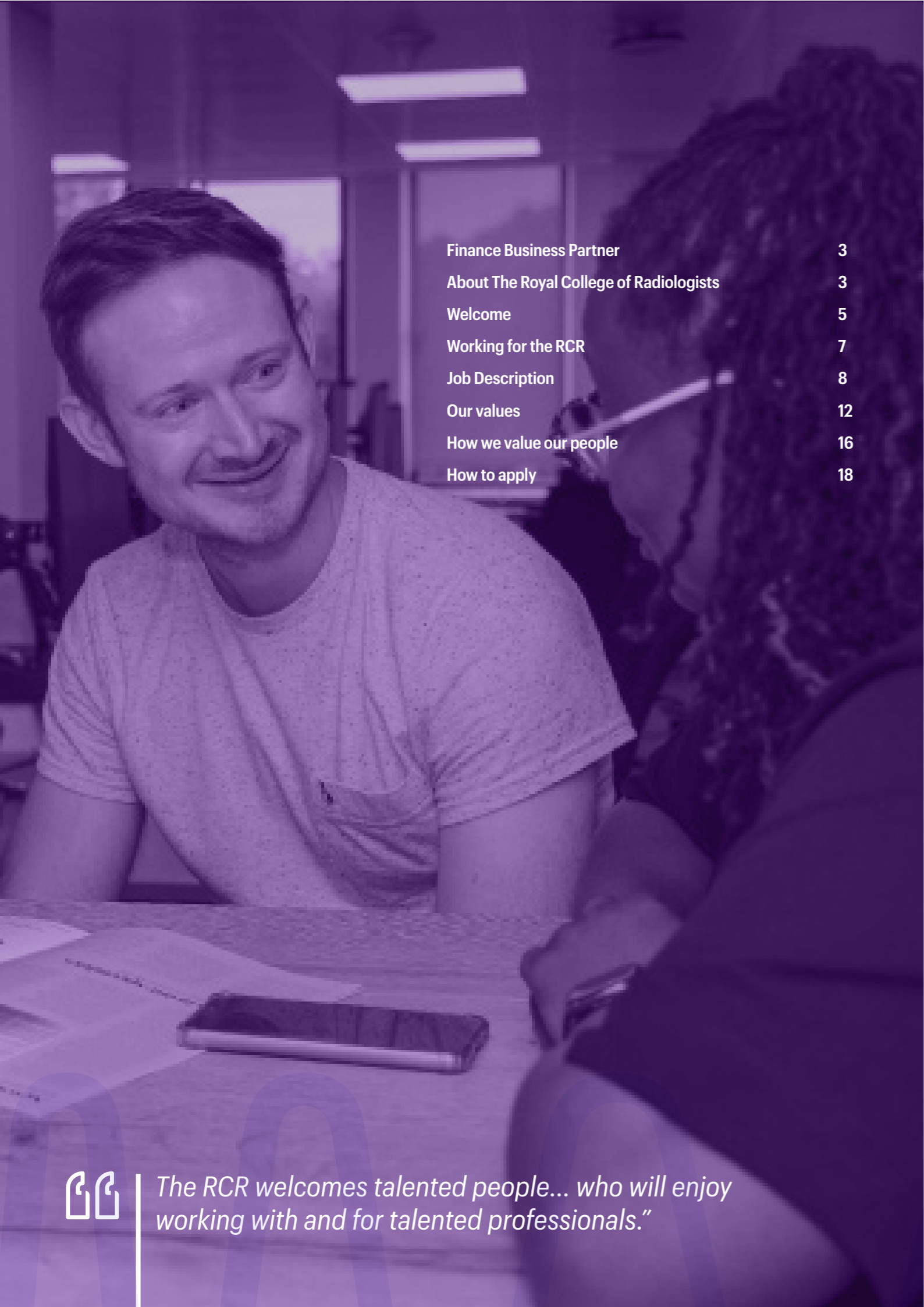


# The Royal College of Radiologists

Finance Business Partner



The Royal College of Radiologists



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*The RCR welcomes talented people... who will enjoy working with and for talented professionals."*

## Finance Business Partner

Salary:	£51,724 - £57,167 per annum dependent on experience , plus excellent benefits
Location:	Central London, with flexible working
Hours:	Full-time/35 hours per week
Contractual status:	12 months fixed term
Closing date for applications:	23:59 6 October 2024
Interview date:	Shortlist interviews are scheduled for 11 October 2024 and selection interviews are scheduled for 18 October 2024.

## About The Royal College of Radiologists

**Are you interested in making a real difference in the healthcare sector to improve imaging and cancer care for all?**

At The Royal College of Radiologists (RCR), we're the leading professional membership body for clinical radiologists and clinical oncologists and a registered charity who educate and support doctors throughout their career. With over 14,000 members in the UK and internationally, together we're contributing to the advancement of each new generation of doctors and helping to improve patients' lives.

We require a broad range of skills and experience to deliver our strategic goal of increasing the clinical radiology and clinical oncology workforce, which will ultimately lead to improving imaging and cancer care services for all.

If you're inspired by our **strategy** and **values**, and are passionate about helping us meet our ambitious goals in an environment that celebrates differences, values diversity and recognises that everyone here plays a role in the success of the College, then we encourage you to consider a career at the RCR.



## Welcome

Thank you for your interest in working with the RCR. I hope that you will find the information in this Candidate Pack useful, in addition to the content on our website: [www.rcr.ac.uk](http://www.rcr.ac.uk)

The last few years at the RCR have seen much growth and development. We have improved the range and quality of the services and support offered to our membership. We have grown the external profile of the RCR's work and increased awareness of the value of our medical specialities to patients and the public. We have created life-saving guidance and expanded our work globally to many different countries. We've revised how we train and examine our doctors to ensure they continue to be the best in the world, plus much, much more. We are ambitious to continue this success and build into the future.

Our Strategic Priorities from 2019 are:

### Workforce

Support excellent, safe patient care by working collaboratively on team-wide standards across imaging and oncology. Define our doctors' professional needs for the future and shape sustainable workforce models for our patients and our specialties to realise them.

### Be the experts

Highlight to the public and stakeholders the contribution our specialties make to safe, evidence-based and cost-effective patient care. Contribute meaningfully to the debate on the future of healthcare both in the UK and overseas.

### Professional learning

Develop our educational offer to support our doctors to meet the challenges of practice, working with others where appropriate, sharing ideas where possible. Adopt new educational models rapidly to ensure continuing equity of access to high-quality products.

### Membership value

Support all members and Fellows to deliver the best care for patients, for their entire career regardless of where or how they practice.

### Our College

Shape a College that is demonstrably agile and responsive, accountable and open, supporting our specialties and the patients we treat.

The RCR is growing – in what we achieve, our income and our staff. We are a great team that focuses on improving the lives of patients through our doctors. Our culture is friendly and ambitious, underpinned by a continuing commitment to develop and support all our employees.

We are a *London Living Wage Employer* ([www.livingwage.org.uk](http://www.livingwage.org.uk)) not only for our employees, but also in respect of our contractors.

The RCR welcomes talented people who share our ambition, commitment who will enjoy working with and for talented professionals.

I look forward to hearing from you.

Yours sincerely



## Working for the RCR

The RCR is a membership body and a registered charity. The trustee board is mainly made up of practising clinical oncologists and clinical radiologists and is accountable to the membership at large. Each specialty has its own Faculty which agrees policy and the range of support, advice and guidance offered to doctors in the specialty. The executives of the RCR are the eight Officers (doctors) who work closely with the senior management team (the Chief Executive and Executive Directors for Communications, Education, Professional Practice and Business and Resources) supported by about 100 other employees.

### The Business and Resources Directorate/Finance Team

We've been investing in our business to create new capabilities and build capacity to grow further. We've been successful achieving double digit topline growth for three years. We have grown globally with examinations delivered in 7 countries, high quality CPD being developed and professional support for our doctors such that they see Fellowship of RCR as in their best interest's long term. Membership is the core of our business and has been growing. We're well placed to continue the growth that we need to ensure the underlying support functions grow and evolve to support the wider needs of the business.

The Finance team is at the centre of ensuring we are on track both financially and in providing operational support to the wider business and therefore the role of Finance Business Partner is an essential element of providing this support.

This output driven role, will work with the highest attention to detail and be comfortable moving from budget and forecasting with areas of the business to ensuring numbers

in the finance team are produced accurately and timely. They will support colleagues with both finance and other teams, understand, reconciling, analysing and presenting data. They will be able to act commercially but also understand that within a small finance team they will need to multi task.

The Finance business partner will work alongside the Head of Finance and be involved in key decisions and be alive to new risks and agile in helping your colleagues navigate the challenges and our expansion in size and in breadth of activity means you'll need to have an awareness of how our financial controls need to change and adapt. You'll be able to budget and reforecast supporting teams to understand their numbers and that the finance system includes complete and accurate data.

The opportunity suits an experienced and financially qualified finance business partner or management accountant looking for a step into an interesting and exciting organisation with varied challenges and an opportunity to help deliver high quality financial information. You must have a strong work ethic, be able to speak non financial and financial language. You will understand the need for good financial data to make decisions and also to ensure accurate reporting. You will understand profit and loss, balance sheet and cashflows and the importance making sure the monthly reports are accurate. You know that strong, reliable financial data is the foundation of a successful business and is a primary deliverable. You will be part of a small finance team, with 3 other members and everyone's voice is important in shaping decisions and processes. This role reports through to the Head of Finance and then through to the Executive Director, Business and Resources.

### Where the job fits





# Job description

Job title:	Finance Business Partner
Responsible to:	Head of Finance
Responsible for:	N/A
Contract terms and hours:	12 month fixed-term, full time
Location:	63 Lincoln's Inn Fields, London WC2A 3JW with flexible working

## The role

### Overall purpose

Your role is a critical element of RCR's financial operations and as such needs to be flexible and respond to the evolving needs of the business. The credibility of the finance function is built upon good quality information, clearly presented and understood and ensuring the delivery of this is a key requirement of every finance team member. This role is to be the objective commercial finance resource to a number of team managers, helping them deliver the growth and financial performance that the RCR needs. Your success will be predicated on successfully supporting the teams you are partnered with to deliver quality services within RCR's financial needs and feeding this information back to the finance team. You will be their expert partner, critical friend and analytical support making agreed changes happen. You will also be a key element of the finance team, supporting both the head of finance, the management accountant and the finance assistant in operational finance and in ongoing delivery of accurate financial information on which the business partnering relies.

## Main areas of responsibility

You will support the managers you partner with in delivering their budgetary and strategic financial goals by providing them with useful and effective reporting, commercial insight and advice, pro-active analytical and financial review and support them in making changes that improve financial performance.

• Decision support service • Risk management and control • Financial planning • Analytical and reporting • Finance operations • General

### Responsibilities

#### a. Decision support service

1. Give commercial financial advice and guidance tailored to the individual needs of stakeholders and internal customers that enables them to deliver their business and financial objectives. This includes supporting and advising on pricing of products and services, business cases for changes including capital spend, contractual legal advice for contract negotiation, advice on options for efficiency savings, and training.
2. Develop and run appropriate financial models and tools to support recommendations of pricing for products and services to help the partner achieve financial goals.
3. Provide advice and guidance to directors, managers and staff to ensure best practice on procurement and contract management and to ensure compliance with the Scheme of Financial, Contractual and HR Delegation. Anticipate need by maintaining and developing a register of contracts and essential services.

#### b. Risk management and control

4. Ensure engagement and compliance within the partner functions with the financial policies, processes and controls that meet business needs. Review the needs of the business areas and develop and recommend changes to those controls that better suit the business without compromising RCR's position.
5. Input into the maintenance of a risk register that meets the RCRs risk management requirements and tracking, updating and reporting of risks relating to the partner functions.

#### c. Financial planning

6. Develop and lead the partner through the annual financial budget process to create and deliver to agreed timetable, a suitable capital and revenue budget for partner functions that enables RCR to meet its financial and strategic needs. The budget should include financial and non-financial data, key performance indicators and qualitative information and a commentary aimed at enabling the senior stakeholders understanding of the challenges.
7. Ensure and support the partners effective contribution to RCRs periodic forecasting to ensure that senior stakeholders are informed about the partner function's business performance, financial outturns and financial risks, feeding this information into management accounts and year end process. Provide financial analysis of this forecast using benchmarks and targets, identifying risks and opportunities to optimise performance, and a commentary for stakeholder groups.
8. Develop and lead the partner through the strategic financial planning process to create a 3-year financial plan (capital and revenue) that enables those functions to support RCRs financial and strategic needs.
9. Support the EDBR in securing approval from senior stakeholders (SMT, FAIC and Trustees), for the budget plans and outturn forecasts with proper analysis and qualitative commentary for the partner functions.

#### d. Analytical and reporting

10. Analyse and investigate financial performance for selected business areas to find areas of weakness; develop, agree and implement a financial plan for each function to ensure that it meets corporate financial goals. Advise budget holders and managers on steps needed to deliver that performance and support them in making those changes effective on agreed timescales.
11. Ensure that partner teams are properly equipped with access to and use of dashboards and other information resources to highlight and monitor performance, risks and outcomes. Ensure partners needs are met by defining the dashboards
12. Regularly analyse performance against the budget and 3YP to identify variances and provide commentaries to Head of Finance to include in RCR's regular financial reports and management accounts.
13. Ensure that data fed from partner systems is used appropriately to support the financial accounting activities include accurate monthly revenue recognition, accruals and deferrals. Identify actions that can improve current practices, agree resolutions with partners and Head of Finance and implement changes.
14. Undertake ad hoc analytical reviews of performance as required by Head of Finance or partners, providing insights and advice as needed.

**e. Finance Operations**

15. Understand key financial deadlines and your impact and input into these and ensure these processes are completed to support the wider finance team.
16. Be a mentor to other more junior members of the finance team providing support and guidance.
17. Assist with improvements in standard operating procedures and system development especially where this links to functions you business partner with

**f. General**

18. Ensure that partners and you operate in accordance with RCR policies and the Scheme of Delegation.
19. Maintain and manage records including staffing records in accordance with the RCR's data protection policy and guidance.
20. Undertake such other duties appropriate to the level of the postholder's qualifications and experience as may be required by the RCR from time to time.

**Key working relationships****Internal working relationships**

- Managers and Directors – providing advice, challenge, support and information
- Staff - supporting financial and commercial activity, providing advice and training
- Finance team – supporting financial processes and delivering on key individual activities
- The RCR Officers – providing advice, challenge, support and information
- Fellows and members (committees and boards) – providing advice, challenge, support and information

**External working relationships**

- Suppliers – negotiating or supporting negotiation of contracts, resolving commercial disputes
- Advisors – Working with auditors and tax advisors
- Other medical Royal Colleges and professional bodies – sharing information, working collaboratively.

**Scope and limits of authority**

Decision making level	• Decisions on day-to-day finance matters in line with the Scheme of Financial, Contractual & HR Delegation, the RCR expenses policy, and the RCR Investment Policy
Financial resources	• Oversee annual budget of v£9m
Other resources	• N/A
People management	• N/A
Legal, regulatory and compliance responsibility	• Ensure the RCR's financial practices are compliant with best business practice including HMRC, overseas jurisdictions, Charity Commission and other statutory obligations.

**The person**

	Essential (E) or Desirable (D)
<b>Knowledge, qualifications and experience</b>	
Professional qualification (ACA, ACCA, CIMA etc)	E
Experience of financial business partnering role or accounting role in comparable organisation	E
Demonstrating an understanding of risk, risk management processes and the use of risk analysis to help plan and develop organisations	D
<b>Skills and abilities</b>	
Accurate use and understanding of English.	E
Excellent commercial skills, including the ability to lead or support negotiations and to influence and motivate others	E
Ability to communicate effectively with non-technical/non-professional audiences	E
Demonstrating an enquiring and analytical mindset with the ability to spot risks, to dig further to follow up on problems and work through issues to offer practical solutions	E
Attention to detail and willingness to support others around them	E
Self-starter, confident to initiate and progress work, knowing when to consult or involve others	E
Experience of collaborative work across functions to support others in delivering tasks and projects	E
Analytical skills showing how you can understand, and analyse complex data to draw out useful insights and form conclusions	E

**Other Requirements**

To be able to apply candidates must be able to also fulfil the following requirements:

- Candidates must have the right to work in the UK to be able to apply for positions at the RCR
- Commitment to equality, diversity and inclusion and demonstrating an understanding of how this applies to delivery in their own areas of work.
- Awareness or and support for the aims and charitable goals of the RCR
- Committed to own continuing professional development
- Attention to detail and an enthusiasm for keeping information clear and comprehensive, with a commitment to maintaining consistency and accuracy



## Our values



### People focus

We treat everyone fairly and with respect, actively listening and responding appropriately, while recognising individual differences.



### Integrity

We are open, honest and transparent. We strive to reflect and learn from experience in every area of our work to deliver the right outcome.



### Making a difference

We strive for excellence. We make a difference by setting standards and empowering our membership and our staff through personal development and lifelong learning.

We recognise that patients' best interests underpin everything we do.



## Behavioural competencies

The RCR's Competency Framework defines the behavioural competencies required from all staff to contribute effectively in their role and within the wider organisational team.

### Communicating effectively

The success of the College depends on how it communicates with its membership and other stakeholders. Employees need to know their audience(s) and communicate with them in a way which meets stakeholder needs and expectations as far as possible.

### Working together

The College's effectiveness and reputation depends on efficient and collaborative working, both within and beyond the team. This includes all employee colleagues, Officers, other Fellows and members and often others outside the College.

### Personal effectiveness

The College is most effective when employees take ownership of their work, understand the context of that work, deliver effectively to achieve required results and demonstrate a positive attitude to taking on additional responsibilities or learning new skills.

### Customer focus

We should all provide excellent services to all customers but notably to the membership and staff colleagues. Focusing on those and other customers, and understanding and responding appropriately to their needs, is key to the success and sustainability of the College.

### Embracing change

We must all play a part in ensuring that the offer the College makes continues to be effective and relevant in meeting customer needs. This will involve changes to what we do and how we do it. We all need to play our part in embracing change.



# How we value our people

## Benefits

We offer all our employees a fantastic range of benefits to help you enjoy a great work-life balance, look after your wellbeing and plan for the future.

### A modern and welcoming working environment

We've made sure our office in a prime central London location is a destination people want to come and work in – it's open-plan and spacious, with areas for meetings, collaborative working and concentrated workspaces. We also have kitchen facilities well-stocked with plethora of teas and two very fancy coffee machines for everyone to use

There are lots of things going on when you come in too, including learning and development sessions with doctors talking about their work, tea and cake get-togethers, free massages monthly and monthly town hall meetings where staff can share updates and ask questions. We even have our own social committee and organise regular fun events, which are a great way for you to get to know your co-workers.

### Excellent pension scheme and life assurance

We like to help our staff save for the future and provide an excellent employer pension contribution. We also have a life assurance and personal accident policy which covers all employees up to four times their annual salary.

### Hybrid working

At the RCR we only hire great people, and we value being able to bring everyone together to bond, build great working relationships and

generate amazing and innovative ideas.

We embrace remote working, and our staff are able to work remotely for up to 60% of their working time, with 40% in the office. All staff are provided with a laptop to allow them to work remotely, along with equipment such as desks and chairs to make sure they're comfortable when working from home. Our offices are open throughout the working week though, and staff are always welcome to come in as often as they wish.

### Wellbeing support

We like to make sure everyone at the RCR is supported, both professionally and personally, so in addition to our excellent line managers and supportive HR team, we've invested in training a number of dedicated staff members passionate about mental Health as Mental Health First Aiders. We also provide an Employee Assistance Programme, that's has a 24/7 helpline so if you ever have any personal problems or concerns, there's always somewhere to turn for help and advice.

### Generous annual leave allowance

Working hard is important, but taking a break matters just as much. Everyone starts with a 25-day annual leave allowance per year and that increases with service too.

### Interest-free season ticket loan and cycle to work scheme

To make sure you're able to get into the office in the way that best suits you we offer all staff the option to take out an interest-free season ticket loan to help cover the cost of travelling, as well as a cycle to work scheme for those of us who like to be more active on their commute. If you

do choose to cycle in, we have somewhere safe to leave your bike and showers to use if you want to freshen up before work.

### Festive spirit

We know taking a break at the end of the year is important to our team. To ensure everyone gets a well-deserved rest to spend time with loved ones, we usually close our office between the Christmas and New Year period – gifting the extra days off to all staff, in addition to their usual annual leave.

### Making a real difference

In addition to all the great benefits we've listed above, we believe the main reason people want to join the RCR is because you also get to go to work knowing your role has an impact on the lives of doctors and patients.

## Equality and diversity

Every day, our colleagues are making a difference by helping to improve imaging and cancer care for all. This starts by having the best talent, and that is only possible with a diversity of thinking, diversity of background and experience, and diversity of skills.

Diversity means better ideas, better solutions and more innovation. It's why one of our key priorities is to ensure our workforce reflects the communities we serve.

We're committed to creating an inclusive workforce and working environment for us all to enjoy – where everyone is able to bring their whole self to work to create change and reach new heights of creativity.

You can find our equality, diversity and inclusion commitment **here** as well as our equality and diversity policy **here**.



*Great purpose, great people, great working environment and clear direction of travel."*







# How to apply

The closing date for applications is 23:59 6 October 2024.

Please submit a CV and a covering letter of no more than a page and half, together with a completed **Diversity Monitoring Form**.

It is important that your covering letter includes a clear statement in support of your application, which demonstrates how you meet the essential (and, where applicable, desirable) criteria described in the table entitled 'the person'.

We expect you to meet the points listed under "other requirements" of the Person Specification as a pre-requisite for applying for this position. However, you are not required to address these points in your written statement. We will explore them further if your application is taken to the next stage(s) of the recruitment process.

The application process is the first chance we have to assess your suitability for the role you're applying for, and as such, we ask that your application is written by you, and that you do not use AI tools such as ChatGPT to create your application. Where we suspect AI tools have been used to create your application you unfortunately won't be shortlisted for the next stage of the recruitment process. We hope that you respect this request in line with our value of integrity **Values & strategy | The Royal College of Radiologists (rcr.ac.uk)**

Applications should be emailed to **jobs@rcr.ac.uk**

If you have not heard further from the RCR within a fortnight of the closing date, you should assume that you have not been shortlisted for interview on this occasion.

Shortlisted candidates will be invited to attend first stage interviews on 11 October 2024.

If you consider yourself to have a disability and require a hard copy pack or a different format, for example large print, please contact the HR team at **jobs@rcr.ac.uk**



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