



Association of Anaesthetists

Job title: Finance Officer

Responsible for: This role has no line management responsibilities.

Responsible to: Head of Finance

Key relationships: SMT, senior managers and teams, auditors, external stakeholders

Salary: Grade C1 £38,502 (Fixed term contract 12 months)

The Association of Anaesthetists is membership organisation for Anaesthetists with over 10,000 members. Our main aims are to advance and improve patient care and safety and to promote and support education and research in the field of anaesthesia. We also represent, protect, support and advance the interests of our members.

Job purpose:

Reporting directly to the Head of Finance, the Finance Officer will build relationships with senior managers and their teams, providing them with financial insights, reporting and analysis that enable them to make informed decisions. The post holder will champion and drive forward the move to automation, enabling the effective and efficient running of the finance function.

The post holder will be an accounting professional working towards an accounting qualification with experience of working in a charity setting. The role involves use of our accounting system IRIS Financials (formally PS Financials), ensuring the accurate and timely reporting of financial information; compliance with both internal financial procedures and external regulations; and recording and monitoring of financial data.

This role is based at our head office in 21 Portland Place, London. We offer a hybrid working arrangement with a minimum of 2 days in the office per week.

Key responsibilities:

Financial management and reporting

- To provide Obstetric Anaesthesia Association (OAA) the following services as set out within the service level agreement:
 - Process all financial transactions with IRIS Financials accounts to trial balance and perform reconciliation of all control accounts, investments, and bank accounts monthly.
 - Prepare quarterly management accounts for the OAA Treasurer within agreed timeframes.
 - Oversee annual budget setting process, coordinating with other internal stakeholders, and to present the budget to OAA Treasurer within agreed timeframes.
 - Prepare yearend schedules and other information within agreed timescales for Head of Finance to review.
 - Liaise with external auditors and coordinate responses to any requests received.
- Provide accounting services to other specialist societies as set out within service level agreements.



Association of Anaesthetists

- Prepare quarterly invoices to specialist societies as set out within service level agreements and schedule of income received on behalf of societies for approval by management to pay over to the societies.
- Reconcile daily credit card receipts recorded with the Association's CRM software to bank receipts and ensure that income is accurately posted within IRIS Financials accounts in a timely basis.
- Record donations and any sundry receipts received into IRIS Financials accounts.
- Upload bank statements into IRIS Financials accounts and reconcile bank accounts on a weekly basis and ensure all transactions are cleared in a timely basis.
- Prepare month end bank reconciliations for sign off by Head of Finance.
- Ensure month end balance sheet reconciliations are prepared for prepayments, deferred income, specialist societies' bank and credit accounts monthly.

Operational management

- Provide high quality and effective financial reporting, support and assistance to the Head of Finance and other senior managers as required.
- Under the guidance of the Head of Finance, monitor and review financial systems and procedures and recommend, devise and implement more effective and efficient procedures.
- Maintain and improve your own competencies through continuous professional development.
- Abide by organisational policies, codes of conduct and practice as described in the Staff Handbook.
- Support and promote the Association's commitment to diversity and equality of opportunity in the workplace.

This job description is intended to reflect the main duties and responsibilities of the post and is not an exhaustive list of duties. The post holder may be required to undertake other duties which are commensurate with the role.

Person specification

Skills, knowledge and experience	
Essential	Desirable
Part-qualified accountant (ACA/ACCA/CIMA/CIPFA/AAT) or qualified by experience	Experience of working within the membership or not-for-profit sector.
Excellent communication and interpersonal skills, including the ability to explain financial information to non-finance managers.	Experienced in the use of IRIS Financials
Excellent working knowledge and understanding of computerised accounting systems. Strong Microsoft Office skills.	Experienced in the use of membership databases.
Experienced in participating in the production of regular management accounts and other financial performance reports.	
Working knowledge of charity accounting including principles of restricted fund accounting.	
Strong attention to detail and a focus on accuracy.	
A swift worker, highly organised.	



Association of Anaesthetists

Strong customer service skills and demonstrable ability to work with a diverse range of people.	
---	--