



Job Description

Financial Officer

Overview of role

The Financial Officer is responsible for the smooth and effective running of all aspects of the financial management of BMUS (British Medical Ultrasound Society).

The purpose of the role is to:

- Provide sound financial advice to the Board of Trustees (Council), BMUS Officers, COO (Chief Operating Officer) and others.
- Provide a high quality and effective financial management service to the charity.
- Prepare, develop and analyse management accounting information to ensure compliance with all relevant financial statutory and regulatory matters.

Key tasks and responsibilities

FINANCIAL MANAGEMENT

1. Budgets

- Prepare and update annual income and expenditure budget in consultation with the COO and other BMUS officers.
- Monitor the budget against actual and in relation to approved expenditure and report any major variations in budget expenditure and reconcile any differences.
- Produce periodic reforecasts of budgets as required
- Involvement in strategic and business planning projections with the Council / BMUS Officers and COO.

2. Accountancy and Bookkeeping Systems

- Maintenance of all accounting records on an ongoing basis to include:
 - Manage all income and expenditure processing.
 - Raise monthly / quarterly invoices in respect of BMUS contracts.
 - Maintain and improve as appropriate bookkeeping and accountancy systems (both computerised and manual) including:
 - Bank reconciliations
 - Cash management
 - Bank receipts and payments
 - Credit card receipts and payments

- Depreciation
- Fixed Assets
- Accruals

3. Bank and Treasury Management

- Monitor the various income and expenditure accounts including the investments held by the charity.
- Liaise with and maintain a good working relationship with the society's bankers, investment managers, and accountant / independent examiner.
- Manage PayPal and GoCardless payment platforms.
- Manage cash flow to ensure that the level of interest received is as high as possible and that bank charges are kept to a minimum.

4. Taxation

- Prepare and submit quarterly VAT returns to HMRC, including partial exemption requirements and annual adjustments.
- Ensure the monthly PAYE & NIC's are paid by the required deadline.

5. Insurance

- Ensure the society is appropriately insured, namely the Office & Public Liability and Trustee Liability policies.

6. Reporting

- Produce regular management information so that BMUS Officers / Council / COO are aware how the charity is performing against its budget.

To include:

- Monthly management financial information for the COO.
- Financial reports for the BMUS Officers / Council meetings including detailed analysis of income and expenditure.
- Reports on individual activities (i.e. Annual Scientific Meeting, Study Days).
- Preparation of the Treasurer's Report for the Annual General Meeting.

7. Statutory Responsibilities

- Preparation of the year end statutory accounts and Annual Report in liaison with the Independent Examiner
- Update list of trustees on Charity Commission and Companies House websites.
- File Annual Return to Charity Commission and Companies House.
- Ensure regulatory compliance under the Companies Act, Charities Act and HMRC requirements.

8. Fundraising

- Prepare and submit the annual gift aid submission to HMRC.

9. Staff HR / Payroll / Pensions

- Issue BMUS staff contracts of employment and communicate updates to terms &

conditions and remuneration when required.

- Manage and ensure compliance with automatic enrolment pension requirements with the society's pension provider.
- Manage payroll, liaising with the payroll provider.
- Ensure all payments are made to HMRC required timescales.
- Ensure year end payroll is completed and the relevant documents are available to BMUS staff.
- Ensure BMUS complies with its obligations as an employer.

10. CASE (Consortium of Accreditation of Sonographic Education)

- Manage the financial management systems for the consortium.

To include

- Preparation of the consortium's annual budget
- Payment of invoices
- Manage all income and expenditure processing.
- Financial reports for the MO (Member Organisations) meetings.
- Preparation of the consortium's end of financial year report.

COMMUNICATION & CO-ORDINATION

1. Ensure the efficient circulation of financial information as needed including that required from external advisers e.g. Investment Fund Managers, Independent Examiner etc.,
2. Liaise with and advise the BMUS Officers and COO and others as appropriate on all financial matters.
3. Attend BMUS Officer and Council meetings to provide information and analysis.

PROFESSIONAL/TECHNICAL

1. Keep up to date with financial developments across the sector, changes in requirements for charity reporting and changes in legislation.
2. Maintain and monitor internal financial procedures and make recommendations on best practice, good governance, policies and procedures.

ADMINISTRATION

1. Undertake all finance related administrative tasks ensuring orderly filing of paper documents.

OTHER

1. Contribute to the Risk Register on financial matters.
2. Keep abreast of current legislation and practices, also best practices with peer organisations, preparing reports and recommending procedures.
3. To carry out other duties appropriate to the post as requested by BMUS Officers and COO.
4. Work with the COO and other team members as part of a mutually supportive team to develop effective management systems and working practices that make best use of human and financial resources.

5. To support and advise the BMUS team in respect of financial issues encountered during their daily activities.
6. Support the BMUS team at the Annual Scientific Meeting.
7. Support the Honorary Treasurer at the Annual General Meeting.
8. To comply and carry out duties with regard to all policies and procedures of the society.
9. Limited travel may be required as part of this role
10. Deputise in the absence of the COO.