



# The Royal College of Radiologists

## Head of Finance



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

## Head of Finance

Salary:	£68,153 per annum, with pay progression up to £75,326 per annum within two years of employment, plus excellent benefits
Location:	Central London, with flexible working
Hours:	Full-time/35 hours per week
Contractual status:	Permanent
Closing date for applications:	midnight 29 April 2024
Interview date:	Shortlist interviews are scheduled for 10 May and selection interviews are scheduled for 17 May and will take place on-site at our central London office.

## 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 (Council) 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 Education, Professional Practice and Business and Resources) supported by about 100 other employees.

### The Business & 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, growth in our margins and have good prospects for this year. We have grown globally with examinations delivered in 7 countries this year, 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 15%. We're well placed to continue the growth that we've had but need effective leaders to ensure that we do.

The Head of Finance is at the centre of ensuring we are on track. They will ensure that RCR has got all the monitoring, controls and insights that the business needs to ensure it's on the right path, that our managers and directors have the tools and levers they need to make good decisions balancing financial need with delivery of strategy, and that we're delivering good value for money overall. The HoF is the focus of business intelligence and the enabler

of best practice in commercial finance decision making. Although we're well advanced in our plans, it's not all plain sailing: you will need to be alive to new risks and agile in helping your non-finance 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 plan a budget and reforecast programme that suits our needs ensuring that our managers and budget holders are informed, engaged and supported.

The opportunity suits an experienced and financial qualified finance manager or existing Head of Finance looking for a step into an interesting and exciting organisation. You must have a commercial financial mindset, be intellectually curious and come with a "can do" attitude. You will have good awareness of how non-financial data influences the businesses performance and will be using this to bring financial reporting to life. You'll have experience of using, or perhaps having been, a finance business partner to shape and drive business performance. You will be able to step outside of the comfortable finance activities of I&E's, balance sheets and accounting to engage with non-financial managers to find insights and identify risks.

The Head of Finance oversees the operational finance function which handles accounting, financial reporting, planning and transactional activities. There are three direct reports: the Management Accountant and an Accounts Assistant in Finance Ops and a new role, Finance Business partner that works alongside our non-finance teams and that we are recruiting shortly. This role reports through to the experienced Executive Director, Business and Resources.

### Where the job fits





# Job description

Job title:	Head of Finance
Responsible to:	Executive Director, Business and Resources (EDBR)
Responsible for:	Management Accountant Assistant Accountant Finance Business Partner
Contract terms and hours:	Permanent, full time

## The role

### Overall purpose

To define, support and deliver the strategic financial objectives for the RCR ensuring that they provide a comprehensive set of financial services for stakeholders adapted to anticipate changing business need and including financial planning, accounting, compliance and reporting.

You will lead the management team in the delivery of the financial goals of the organisation ensuring our stakeholders and internal customers are financially aware delivering value for money by providing commercial and analytic insight and advice on achieving the balance between financial and business goals. You'll ensure the finance function is properly resourced with the skills and experience to support current and anticipated business need. You'll maintain a regime of effective proportionate financial controls to manage business risk.

### Main areas of responsibility

- Leading the finance team and related IT systems to ensure effective financial operations supported by a suite of proportional controls.
- Leading effective business financial planning that meets the organisation's needs, operates within resource constraints and is owned by the business .
- Ensure accurate and effective financial reporting and analysis of performance to stakeholders including advice on corrective action to address risks.
- Delivering a decision support and advice service to managers and directors to ensure their delivery of objectives maintaining good value for money, with managed commercial risk.

### Responsibilities

#### a. Financial operations & services

- Lead, motivate and develop the finance team to deliver essential business services adapting and anticipating changes in business need and always meeting agreed internal service standards.
- Research, develop and maintain a comprehensive medium term development plan for the function to improve and develop the financial operations (including staff, processes, systems and controls), and reporting to ensure the finance function's service to RCR meets anticipated business need and remains good value for money.
- Develop, agree and maintain a suite of internal service standards to meet business need; monitor delivery investigating deviations and take action to restore delivery to standards.
- Ensure the effective management of relationships with and submissions to regulatory bodies including HMRC submissions (VAT and other taxes), the external audit process and the annual accounts.

#### b. Financial planning

- Plan and lead the organisation's financial budget process ensuring a comprehensive capture of business needs and advise SMT and managers on how the budget can be amended to confirm agreed financial constraints. The budget should include information such as financial and non-financial data, revenue and capital spend, cashflow planning and Treasury Management, key performance indicators and qualitative information.
- Support the EDBR in securing approval for the budget from senior stakeholders (SMT, FAIC and Trustees) with appropriate analysis and qualitative commentary.
- Support the EDBR in defining, developing and agreeing a three-year financial plan for the entire organisation that enables RCR to operate within the financial constraints set by the trustees and RCR's resources.
- Manage a periodic forecasting process to ensure that senior stakeholders are informed about business performance, financial outturns and risks. Provide financial analysis of this forecast using previous benchmarks and targets, identifying risks and opportunities to optimise performance, and a commentary for stakeholder groups.

#### c. Financial Reporting

- Ensure timely and accurate monthly financial management accounts are produced according to appropriate standards to inform reporting to the business and stakeholders.
- Establish effective mechanisms to collate feedback from budget holders to incorporate into commentaries. Lead and develop the management and performance reporting process to ensure stakeholder groups receive a high standard of reporting and commentary appropriate to their needs and wants, to an agreed schedule.
- Lead and manage the year end statutory accounting processes ensuring good engagement with auditors, clean audit report feedback and the production of compliant and appropriate statutory accounts for all RCR entities. Prepare the Going Concern analysis and commentary to required standard. Support the EDBR in securing approval from FAIC and trustees for those accounts.

#### d. Decision Support

- Support the Business Partner in gathering feedback on performance, understand the financial risks and outturn and to share corrective action to reestablish on-track outcomes.
- Support the Business Partner, in the provision of commercial financial advice and guidance tailored to the individual needs of stakeholders that enables them to deliver their business and financial objectives within budget commitments. The scope of the support includes but is not limited to: training, informing business cases including capital spend proposals and ensuring ownership of same, supporting rent vs buy decisions, negotiation of contracts, commercial legal advice, pricing of products and services, options and advice on delivering better value for money and securing cost savings.
- Develop and apply suitable financial models and tools to assist managers in setting fees to achieve financial goals.
- Lead the provision of commercial advice 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.
- Undertake such research and investigations into alternative solutions for investments and other core services to ensure RCR is getting good value for money.





#### e. Risk Management and Control

17. Maintain a suitable suite of business financial policies, processes and controls that meet business needs and are compliant with legislation and external standards. Ensure there are mechanisms for tracking compliance with these policies and procedures and intervention if not.
18. Support the EDBR in the production and maintenance of a risk register and commentary that meets the RCR's risk management requirements.

#### f. Team leadership

19. Lead, motivate, performance manage and develop the Finance Team in accordance with RCR policies and the Scheme of Financial, Contractual and HR Delegation.
20. Promote effective communication between members of the Finance Team of the wider Business and Resources Directorate and other relevant members of RCR staff and stakeholders.
21. Manage records (attendance and absence) of direct reports using the RCR's electronic HR system.
22. Lead change and development of the Finance Team, ensuring team members support and lead change in their areas as required.

#### d. General

23. Operate in accordance with RCR policies and the Scheme of Financial, Contractual and HR Delegation.
24. Maintain and manage records including staffing records in accordance with the RCR's data protection policy and guidance.
25. Maintain documentation on all activities carried out.
26. 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
- Trustees – providing advice, challenge, support and information
- Finance and Investment Committee – providing regular financial information, advice, feedback, answering questions, challenge and support.
- Fellows and members (committees and boards) – providing advice, challenge, support and information
- Finance and Business team – leading this team, working collaboratively, working toward team goals

### External working relationships

- The external auditors – managing the relationship and working collaboratively
- Suppliers – negotiating or supporting negotiation of contracts, resolving commercial disputes
- Finance Service providers – inc Auditors, advisors, SaaS suppliers.
- Customers – providing information, ensuring payment of invoices.
- Other medical Royal Colleges and professional bodies – sharing information, working collaboratively.

## Scope and limits of authority

Decision making level	<ul style="list-style-type: none"> <li>• Decisions on day-to-day and annual finance matters in line with the Scheme of Financial, Contractual &amp; HR Delegation, the RCR expenses policy, and the RCR Investment Policy</li> </ul>
Financial resources	<ul style="list-style-type: none"> <li>• Oversee annual budget currently set at £14m</li> <li>• Oversee Finance/support budget currently set at c £500k.</li> <li>• Capital Spend budget currently set at £1m</li> </ul>
Other resources	<ul style="list-style-type: none"> <li>• Fixed asset register</li> <li>• Online and other dashboards for users</li> </ul>
People management	<ul style="list-style-type: none"> <li>• Line management of three direct reports</li> </ul>
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> <li>• Ensure the RCR's financial practices are compliant with best business practice including HMRC, Charity Commission and other statutory obligations.</li> </ul>



## The person

Essential (E) or  
Desirable (D)

Knowledge, qualifications and experience	
Relevant degree and/or professional qualification	E
Experience of operating successfully at a Finance Manager or Head of Finance role in a comparable organisation	E
Demonstrating an understanding of risk, risk management processes and the use of risk analysis to help plan and develop organisations	E
Experience of leading a high-performing team of finance professionals	E
Skills and abilities	
Accurate use and understanding of English.	E
Excellent commercial skills, including the capacity 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 mindset with the ability to spot risks, to dig further to follow up on problems and work through issues to offer practical solutions.	E
A strategic and critical thinker with the ability to develop a team to deliver on long-term goals.	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
Skilled manager of people, able to bring together, motivate, co-ordinate and develop a team.	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 and understanding of how this applies to delivery in their own areas of work.
- Awareness or and support for the aims and charitable objectives 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
- Ability to plan and prioritise a substantial programme of work, and handle competing demands, whilst maintaining accuracy and attention to detail.



## 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.

## 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.

### 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.

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 midnight 29 April 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.

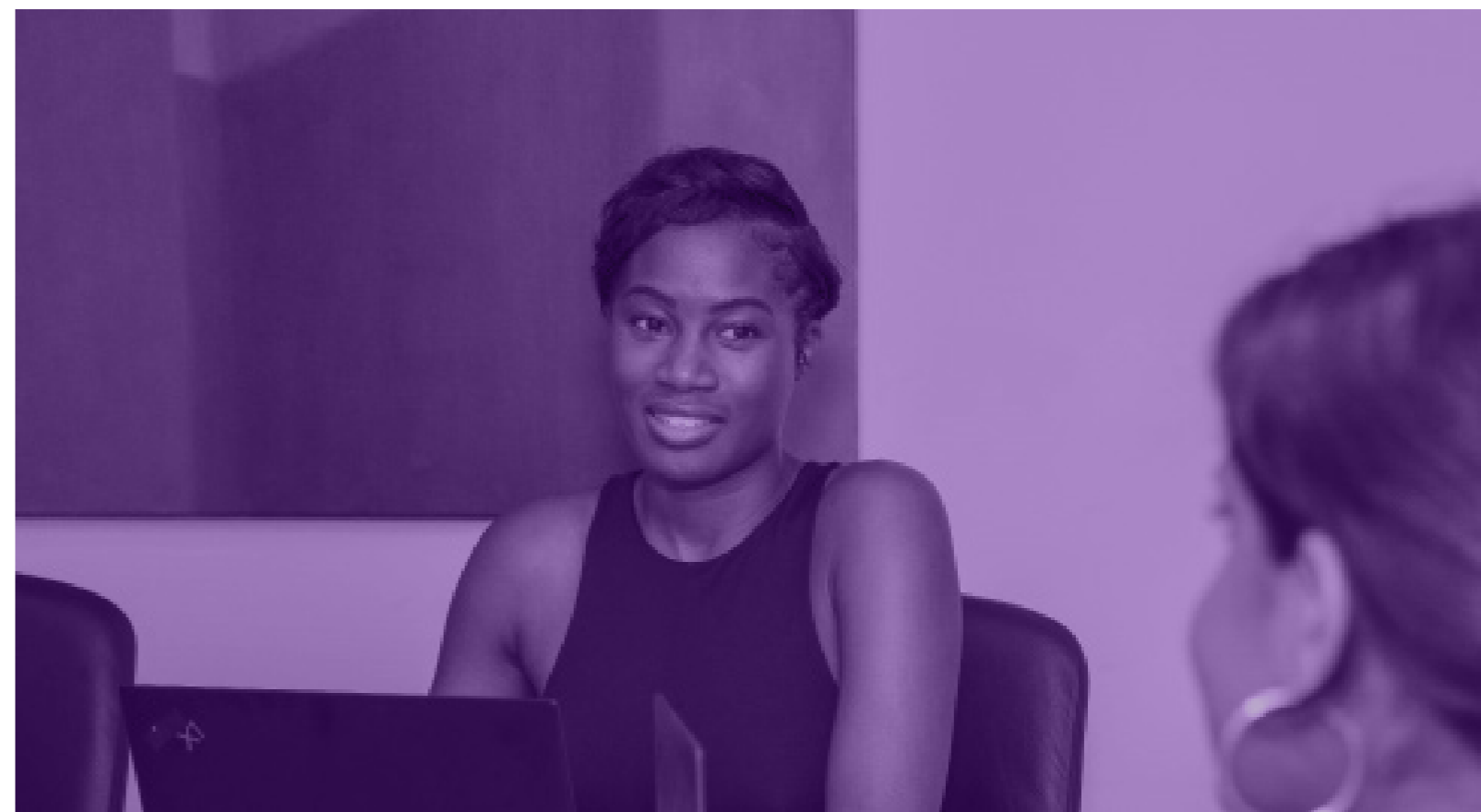
The application process is the first chance we have to assess your suitability for the role you're applying for, and as such, we ask that your application is written by you, and that you do not use AI tools such as ChatGPT to create your application. Where we suspect AI tools have been used to create 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](mailto: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 10 May 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](mailto:jobs@rcr.ac.uk)





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