

**JOB DESCRIPTION**  
**RPCSYCH in NI – FINANCE OFFICER**

**TERM OF OFFICE:** 4 Years

**JOB PURPOSE:** To ensure sound financial management of RCPsych in NI funds

**KEY RESPONSIBILITIES:**

1. Be familiar with a range of College guidelines, e.g on sponsorship, on the production of newsletters, on allowable expenses to members and speakers at conferences, including correct presentation of claims for reimbursement etc.
2. Arrange an initial and ad-hoc meetings with the RCPsych in NI staff.
3. Attend College training workshops for Financial Officers.
4. Provide information for the preparation of the RCPsychNI annual business plan.
5. Provide reports on a regular basis to the Faculty Executive Committee on the financial health of RCPsych in NI.
6. Where necessary, share in the preparation of a joint meeting agreement if another Division, Section or external organisation is involved.
7. Ensure appropriate financial governance for all conferences run by RCPsych in NI.
8. Authorise, in liaison with the Chair, any variation in budget expenditure that occurs during the course of a meeting.
9. Inform the Chair of RCPsychNI if a deficit is anticipated and take steps to eradicate any significant deficit.

April 2016