

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE: Finance Officer, Special Interest Group

TERM OF OFFICE: 4 years
Approx. 1 PA per fortnight (including meetings)

JOB PURPOSE:

To ensure sound financial management of SIG 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. Attend Annual Business Planning training for Financial Officers and / or one-to-one training for new Financial Officers.
3. Receive and review monthly management accounts from the College's Finance Department.
4. Prepare an annual business plan for presentation to the Executive Committee and the College Treasurer to indicate likely income, expenditure and reserves over each twelve-month period.
5. Present a report and statement of accounts for circulation with each Executive Committee meeting's papers, indicating performance against business plan.
6. Where necessary, share in the preparation of a joint meeting agreement if another Faculty, Division, SIG or outside organisation is involved.
7. Ensure appropriate financial governance for all conferences run by the SIG.
8. Authorise, in liaison with the Chair, any variation in budget expenditure that occurs during the course of a meeting.
9. Assist the Chair with the preparation of a budget for all project work or for the establishment of a prize or lecture, for consideration by the Executive Committee and for submission to the Council.

10. Inform the SIG Chair and College Treasurer if a deficit is anticipated or if accounts are substantially in deficit and likely to remain so.
11. Liaise with the Chair and College Treasurer over steps to eradicate any significant deficit and to ensure that while in deficit, no expenditure on activities is incurred without the express prior permission of the College Treasurer.
12. Ensure that income is used only for those purposes set out in the College Bye Laws, and that no separate account is established outside the College account.