**ROYAL COLLEGE OF PSYCHIATRISTS**

**JOB DESCRIPTION**

**JOB TITLE:** Finance Officer, Special Interest Group

**TERM OF OFFICE:** Up to 4 years

**RESPONSIBLE TO:** Registrar

**WORKING WITH:**

**Governance** Registrar

**Management** Chief Executive and EA to the Special Interest Groups

**ELECTED/APPOINTED:** Elected

**TIME COMMITMENT:** Approx. 1 PA per fortnight (including meetings)

**SALARY:** Unpaid

**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 team.
4. Prepare an annual business plan for presentation to the SIG 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 SIG meeting, 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 – ensuring that any such prize is funded by the SIG’s own budget or externally funded.
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.
13. Promote and uphold the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.

Under the College Bye Laws and Regulations, the maximum number of SIGs that may exist at any one time is 15 and Council may disband any SIG that it considers to have been inactive for a year or more.

Council shall have the authority to constitute, dissolve, reconstitute or amend the title of a Special Interest Group.

**THE COLLEGE VALUES**

Courage

* Champion the specialty of psychiatry and its benefits to patients
* Take every opportunity to promote and influence the mental health agenda
* Take pride in our organisation and demonstrate self‐belief
* Promote parity of esteem
* Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

Innovation

* Embrace innovation and improve ways to deliver services
* Challenge ourselves and be open to new ideas
* Seek out and lead on new, evidence‐based, ways of working
* Have the confidence to take considered risks
* Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

Respect

* Promote diversity and challenge inequalities
* Behave respectfully – and with courtesy – towards everyone
* Challenge bullying and inappropriate behaviour
* Value everyone’s input and ideas equally
* Consider how own behaviour might affect others
* Respect the environment and promote sustainability.

Collaboration

* Work together as One College – incorporating all members, employees, patients and carers
* Work professionally and constructively with partner organisations
* Consult all relevant audiences to achieve effective outcomes for the College
* Work together with patients and carers as equal partners
* Be transparent, wherever possible and appropriate.

Learning

* Learn from all experiences
* Share our learning and empower others to do the same
* Value and encourage personal feedback
* Use feedback to make continuous improvements
* Create an enabling environment where everyone is listened to, regardless of seniority
* Positively embrace new ways of working.

Excellence

* Deliver outstanding service to members, patients, carers and other stakeholders
* Promote excellent membership and employee experience
* Always seek to improve on own performance
* Promote professionalism by acting with integrity and behaving responsibly
* Demonstrate accountability in all that we do
* Uphold the College’s ‘Core Values for Psychiatrists’.

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| **INTERNAL COLLEGE CONTACTS:** |
| * Department: Chief Executives Office * Name of Contact: Catriona Grant ([sigs@rcpsych.ac.uk](mailto:sigs@rcpsych.ac.uk)) * Job Title: EA to Special Interest Groups |