Radiology and Oncology Congresses

Honorary Finance Officer

Radiology and Oncology Congresses is a charity registered in England (Reg No 1087939) and a company limited by guarantee (Reg No 4075344). It is a consortium of three charities in the health sector. Through its subsidiary, ROC Events Ltd, it organises two exhibitions and conferences: United Kingdom Radiological Congress (UKRC) and United Kingdom Radiation and Oncology Congress (UKRO). The two conferences are currently organised as one large annual event.

The principal object of the Charity is to advance education in radiology, oncology and related sciences, particularly by the provision of congresses pertaining to the radiation sciences as applied to medicine, and the dissemination for public benefit of the useful results of reports of research arising from such congresses.

The charity’s registered office is in York, but trustee and directors’ meetings are usually held in London. The charity has no direct employees but the trading subsidiary, ROC Events Ltd, employs the services of a Professional Conference Organising company to manage and administer the two events and the conference organisers are also based in the London area.

We are currently looking to replace our retiring Honorary Finance Officer who provides financial and governance support to the boards and acts as a liaison on financial matters with the Congress organising company. Specific duties will include:

* Maintaining accounts for the charity and trading subsidiary
* Producing the annual accounts and Trustees’ Annual Report
* Providing financial governance advice to the trustees and directors
* Managing relationships with the auditors
* Submitting annual returns to regulators
* Liaising with the Congress organising company

The post is home based, carries an Honorarium and expenses are reimbursed.

Further information can be obtained from the associated role description and person specification and by contacting the current Honorary Finance Officer on 07711 948096 by 21st April, which is the closing date for applications.