**ROC Honorary Finance Officer role description**

**Title:** Honorary Finance Officer (HFO) to Radiology and Oncology Congresses (ROC), a registered charity and company limited by guarantee, and ROC Events Ltd (ROCE), a wholly-owned subsidiary of ROC.

**Role purpose:** To manage the accounts and provide advice to the Treasurer, Executive and the Boards.

**Reporting To:** Honorary Treasurer of ROC, on behalf of the ROC Board/ ROCE Board

**Conditions of Service:**

Working hours: The role involves working approximately 200 hours per year.

Salary: The post is unremunerated, but an honorarium of £1000 per quarter and reasonable travel expenses will be reimbursed for attendance at ROC and ROCE meetings, and to the Registered Offices of ROC/ROCE when required.

Location: The role is home-based. Meetings of ROC and ROCE take place in London. The Registered Offices of ROC and ROCE are in York.

Main Working Contacts: The HFO will work closely with the Honorary Treasurer of ROC. He/she will attend meetings of the Boards of both ROC and ROCE. He/she will work closely with the Congress organising company which is responsible for the major annual conference which is the main business of ROC.

The HFO will also liaise with the auditors, and assist the Honorary Secretary with making returns to Charity Commission and Companies House.

**Responsibilities:**

1 Day-to-day

* Monitor payments by the Conference Organiser and act as the authorising signature for bank transfers initiated by them (ROCE)
* Liaise with the Conference Organiser and ensure financial protocols are being adhered to (ROCE)
* Pay and record invoices etc. in accordance with agreed protocols
* Record receipts appropriately analysed for VAT, capital/ revenue and SOFA analysis
* Prepare monthly bank reconciliations
* Prepare quarterly VAT returns
* Maintain file of vouchers and supporting documentation and working papers

2 Accounting

* Produce annual accounts and the directors’ report for ROCE
* Produce consolidated accounts and the trustees’ annual report for ROC in accordance with regulatory requirements

3 Advice

* Support the Honorary Treasurer by:
  + Producing financial reports as required
  + Advising on financially matters generally, including reserves policy and appropriate banking arrangements
  + Monitor compliance with the Data Protection Act 1998
* Provide technical advice on financial governance to the trustees and directors

4 Relationships

* Manage the relationship with the charity’s bankers
* Manage the relationship with the charity’s auditors

5 General

• Work co-operatively with all other members of the ROC and ROCE Boards

• Attend and participate in appropriate ROC and ROCE meetings

• Attend training and strategy development days as necessary.

• Ensure confidentiality on all appropriate matters.

• Keep abreast of current legislation on charity accounting and other financial matters.

**Person specification**

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| **Essential** | **Desirable** |
| * Fully qualified accountant * Current/very recent experience of charity accounting and preparation of statutory charity accounts * Interest in the charitable objectives of ROC * Willingness to gain knowledge of the wider aspects of ROC’s conference organisation process * Available to attend ROC and ROCE meetings | * Member of a recognised Institute of Chartered Accountants * Flexible approach * Problem solving skills * Negotiation skills |

ROC March 2017