



FINANCE OPERATIONS MANAGER

Finance

Grade 8, Full time, Permanent

Job reference number: 208-23

Applicant Information Pack

Closing date

9am Friday 2 June 2023

Interview date

Wednesday 21 June 2023

Contents

- Job Description
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- How to Apply

Job Description

Job title	Finance Operations Manager
Department	Finance
Grade	8
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Head of Finance
Responsible for	Income and Payments Officers (two posts)
Liaises with	Internal Director of Finance; Other members of the finance team; Users of finance system, Academic Registrar External External and internal auditors, LUPC, Bankers, National Statistics, Student Union, Finance system supplier TechnologyOne, Brokers, Investment Managers
Job overview	To manage the cash, banking and treasury functions, oversee the sales and purchase ledgers supported by two members of staff and to maintain and update payment systems. Responsible for the accounting records for investments, subsidiary company RCM BEL and Students Union. Preparation of regulatory returns and annual accounts for both the subsidiary and Students Union.

Key Responsibilities

These include:

Line management

- Line-management of the Income and Payments Officers in the Finance Department including recruitment, conducting annual appraisals, training, professional development, setting annual objectives and undertaking regular one to ones
- Responsible for ensuring adequate cover for direct reports to maintain minimum service levels to students and staff

Accounting

- Responsible for accounting for the College's investment portfolios, liaising with external fund managers
- Responsible for accounting for elements of the College's restricted funds
- Responsible for accounting for interfund transactions, including preparation of control accounts
- Maintain accounting records for the subsidiary company RCM Business Enterprises Limited
- Maintain accounting records for the activities of the Students Union

Transaction Processing team

- Responsible for the Accounts Receivable and Accounts Payable functions and accounting, supported by the Income and Payments Officers, including:
 - Perform the bi-weekly check of the payment run including details of all new suppliers and authorise for payment
 - Authorise all journals and control accounts prepared by the Income Officer and Payments Officer

- Perform the month end close of Banking, Accounts Receivable and Accounts Payable ledgers after relevant control accounts have been reviewed and approved
- Provide Finance assurance that the payroll control accounts are properly maintained and up to date each month including downloading payroll data for the Payroll control accounts and preparing payroll correction journals as required

Banking and Treasury

- Maintain oversight of the College's bank balances, including keeping a monthly log of bank balances
- Assume the role of first approver for all online banking payments
- Authorise all bulk payments on the PT-X system excluding payment run and payroll
- Responsible for the weekly placement of cash, and the weekly report of forecast cash flows over the next 13 weeks for the Director of Finance

Annual accounts

- Assist with the year-end accounts processing and audit, supporting direct reports with the provision of information during internal and external audits
- Prepare the Student Union accounts for submission to the President of the Students Union the Deputy Director and to the Council
- Prepare the accounts for the subsidiary company RCM Business Enterprises Limited

Regulatory returns

- Complete and submit the National Statistics Annual Business Survey
- Complete and submit the National Statistics Monthly Business Survey
- Responsible for the Supplier spend return to LUPC, assisted by the Payments Officer

Processes and Procedures

- Review and drive improvement to finance processes and procedures, in particular working with the Receivables and Payments Officers to improve processes in relation to debt collection and the student experience and the purchase to pay process, through automation and other changes
- Ensure process and procedure documents are maintained by the Payables and Receivables Officers, and maintain procedure documents for own role
- Ensure that the monthly bank and key control account reconciliation processes are carried out by the Receivables and Payments Officers and that differences are dealt with on a timely basis
- Setup new users on the finance system and manage access in accordance with scheme of delegated authority
- Join the Income Officer in providing a face to face presence to support and welcome students on Registration day
- Maintain the Finance MUSE webpage on Sharepoint and content ensuring it is up to date and facilitating an annual review of all documents

Other

- Perform any other tasks that may reasonably be required from time to time by either the Head of Finance or the Director of Finance

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
Qualifications	CCAB or CIMA accountancy qualification – fully or qualified to final level	Essential	AF
	Educated to degree level or equivalent	Desirable	AF
Experience, Skills & Knowledge	Relevant experience in a similar finance role	Essential	AF, INT
	Experience of reconciliations and producing financial statements	Essential	AF, INT, ST
	Awareness of FRS102	Desirable	AF, INT
	Experience of regulatory returns in the higher education sector	Desirable	AF, INT
	Excellent oral, written and presentational skills	Essential	INT, ST
	An ability to maximise the effective use of systems through innovative thinking	Essential	AF, INT
	Proficient in the use of other Microsoft Office products such as Word, Outlook, Access and PowerPoint	Essential	AF, INT, ST
	Highly proficient in the use of Excel including Pivot tables	Essential	AF, INT, ST
	A high level of interpersonal skills including a confident manner	Essential	INT
	An ability to work well with other members of the finance team, and to relate well to other members of the College	Essential	INT
	An ability to meet tight deadlines across a wide range of activities and work under pressure	Essential	AF, INT
Personal Attributes	Sound and quick decision-making ability when under pressure	Essential	AF, INT
	Interest in and knowledge of classical music and Higher Education	Desirable	AF, INT
	A confident, friendly and positive attitude when dealing with and helping direct reports resolve issues	Essential	AF, INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form INT = Interview ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Head of Finance within the scope and level of the post.

Terms & Conditions

Availability	The post is immediately available and the postholder should ideally be available to start as early as possible.														
Contract type	Permanent														
Hours of work	<p>This role is offered on a full time (1FTE) basis.</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday.</p>														
Salary	<p>RCM Pay Scale Grade 8, incremental points 33 – 38:</p> <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>33</td><td>£43,737</td></tr><tr><td>34</td><td>£44,890</td></tr><tr><td>35</td><td>£46,077</td></tr><tr><td>36</td><td>£47,301</td></tr><tr><td>37</td><td>£48,558</td></tr><tr><td>38</td><td>£49,883</td></tr></tbody></table> <p>*inclusive of London Weighting allowance</p> <p>Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.</p> <p>Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	33	£43,737	34	£44,890	35	£46,077	36	£47,301	37	£48,558	38	£49,883
Spine points	Full-time salary*														
33	£43,737														
34	£44,890														
35	£46,077														
36	£47,301														
37	£48,558														
38	£49,883														
Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is a role for which the RCM may consider acting as a sponsor for the Skilled Worker visa route.														
DBS check	Any appointment will be subject to satisfactory standard DBS clearance.														
Probation	The post has a six month probationary period.														
Notice period	The appointment will be subject to termination by not less than three months' notice. Notice during probation will be seven days' notice by either party.														
Pension	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs).														
Annual leave	<p>Full time staff are entitled to 245 hours of holiday per annum, plus public holidays.</p> <p>The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.</p>														

Staff Benefits

Travel	<p>Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.</p> <p>We also offer a tax-free bicycle loan under a similar repayment scheme.</p>
Events	<p>There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.</p>
Eye tests & hearing tests	<p>The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.</p>
Employee Assistance Programme	<p>All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.</p>
Professional Development	<p>The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.</p>

About Us

The College	<p>Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was ranked as the global top institution for Performing Arts in the 2023 QS World University Rankings by subject.</p>
Staff	<p>The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.</p>
Location	<p>The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of</p>

the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

How to Apply

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to recruitment@rcm.ac.uk

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

Closing date **9am Tuesday 2 June 2023**

Applications received after the stated closing date will not be considered.

Interview date **Wednesday 21 June 2023**

With some roles at the RCM second interviews may take place. Shortlisted candidates will be notified in due course.

There will be a test for shortlisted candidates. Further details will be passed to shortlisted candidates in due course.

If you have any questions about this position or the application process please contact a member of the recruitment team on; recruitment@rcm.ac.uk. If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Jas Rooprai
Head of Finance
May 2023

