



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job title:	Manager - Financial Planning & Analysis (FPA)
Department:	Finance
Reports to:	Head of Finance
Key relationships:	Head of Finance RCN Chief Financial Officer Financial Controller Institute Finance Manager RCN Group Senior Managers
Hours:	35 hours per week (Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)
Grade:	D
London weighting:	As applicable
Location:	RCN UK HQ, London

JOB PURPOSE

The post holder will have an RCN Group wide focus providing day to day leadership to the business accounts team and other RCN group business accounts functions as appropriate. The objective of the business accounts service, through a team of finance business partners is to support the achievement of the RCN Group's aims and objectives, through the provision of reliable data, financial modelling and insights. The post holder is responsible for the budgeting and forecasting process and analysis for the RCN, RCN Group and individual RCN Group entities as appropriate. The post holder will have experience of leading through periods of change and have a strong business partnering mindset demonstrating excellent service delivery and interpersonal skills.

KEY RESPONSIBILITIES

1. Management responsibilities

- 1.1 Manage and motivate the Business Accounting team to create, develop and maintain a finance business partnering orientated customer service.
- 1.2 Line management responsibilities for the Senior Business Accountants and the Corporate Business Accountant.
- 1.3 Indirect line management responsibilities for the Assistant Business Accountants.
- 1.4 Through mentoring and guidance support and contribute to the continuous development and performance of the Senior Business Accountants and Corporate Business Accountant.
- 1.5 Provide direction and development to all team members, including those in other teams providing a finance business partnering service.
- 1.6 Develop and foster a strong team culture encouraging all finance business partners to share knowledge and ideas to provide a unified, consistent and continuous business partnering service to the RCN group.
- 1.7 Deputise for the Head of Finance at specific meetings / activities as directed by the Head of Finance or in their absence the Chief Financial Officer.

2. Development responsibilities

- 2.1 Working closely with the Financial Controller and Financial Accountant & Treasury Manager, the post holder takes the lead in the development and maintenance of the Chart of Accounts and RCN Group reporting structures.
- 2.2 Liaising closely with the Financial Controller and the Finance Systems team takes overall responsibility for the development of management reporting, information and analysis across the RCN Group.
- 2.3 Takes the lead in the development and evolution of RCN group costing models and methodologies ensuring they are fit for purpose and are appropriate to the RCN entity and or activity they are used for.
- 2.4 As a member of the senior finance team contribute to the development and maintenance of effective systems and processes ensuring the RCN Group's control framework remains fit for purpose.
- 2.5 Take the lead in the co-ordination, development and delivery of all finance related training courses and workshops to RCN Group staff and other relevant groups.

3. Business Partnering

- 3.1 To manage and develop the business accounting service ensuring an appropriate, proactive and effective finance business partnering service is provided to all stakeholders.
- 3.2 Lead the proactive development and maintenance of the budgetary control system. Ensuring the RCN Group adopts effective tools and best practice processes in key areas such as budgeting, planning, forecasting, and reporting.
- 3.3 Lead the proactive development and maintenance of best practice business analytical tools and methodology for use across the RCN group.
- 3.4 To have overall responsibility for the proactive development of appropriate and informative management reporting.
- 3.5 Contribute to the development of RCN UK and RCN Group financial Key Performance Indicators (KPI's), leading the provision of relevant analysis and information to support the monitoring and interpretation of performance against agreed KPI's.
- 3.6 Develop a proactive finance business partnering approach to supporting operational management in the pursuit of achieving RCN Group aims and objectives including the use of benchmarking and value for money analysis.
- 3.7 Take a proactive role in the development and maintenance of effective and appropriate costing models for new services, products and other income generating activities for RCN UK and other RCN Group entities as required.
- 3.8 Working closely with the Institute Finance Manager support the development and maintenance of effective pricing models for RCN UK and RCN Group products and services.
- 3.9 To oversee the production of accurate and timely management accounts to all RCN UK stakeholders and other RCN Group entities as required. This will include budget holders, Executive Team, RCN Council, Governance Committees and other groups / committees as required.
- 3.10 Work closely with the Financial Accountant & Treasury Manager and Financial Controller to support all month end and year end processes, procedures and analysis so they are completed accurately, effectively and to the agreed deadlines.
- 3.11 Provide ad hoc management reports and analysis on specific subjects to Head of Finance, Chief Financial Officer for presentation at ET, RCN Council and other groups / committees as required.
- 3.12 Contribute to the development of financial strategies and other financial policies for all RCN entities as required.

- 3.13 Provide timely and relevant data, information and analysis to the Financial Accountant & Treasury Manager to support the preparation and production of statutory reporting including Statutory Accounts, Corporation Tax Computations and VAT returns.
- 3.14 Provide timely, relevant data, information and analysis to the Financial Accountant & Treasury Manager to support the preparation and submission of all other RCN entity's statutory returns including but not limited to the annual Trade Union Return and annual returns submitted on behalf of other RCN UK entities.
- 3.15 Act as a key finance contact for both internal and external auditors.

4. Strategic duties

- 4.1 Draft specific committee and board papers as required.
- 4.2 Represent the Finance Department at Committee and Board meetings as required.
- 4.3 Work with key staff from other directorates and departments to develop and enhance the processes and tools used for the collection and reporting of RCN Group and RCN UK management information to facilitate effective and organisational decision making.
- 4.4 Contribute to the setting of finance department operational plans, aims and objectives and the overall development of the Finance department.

5. Additional responsibilities

- 5.1 Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 5.2 Champion equality, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group Equality, diversity and inclusion statement.
- 5.3 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- 5.4 Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN. Promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies.
- 5.5 Undertake any other duties as requested in line with the job role.

Job description updated by:
Vanessa Woods, Head of Finance
May 2025